



# DU PAGE COUNTY

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

## Judicial and Public Safety Committee Final Regular Meeting Agenda

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Tuesday, April 16, 2024

8:00 AM

County Board Room

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1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIR REMARKS - CHAIR EVANS

5. APPROVAL OF MINUTES

5.A. [24-1241](#)

Judicial and Public Safety Committee - Regular Meeting Minutes - Tuesday, April 2, 2024.

6. PROCUREMENT REQUISITIONS

6.A. [JPS-P-0014-24](#)

Recommendation for the approval of a contract purchase order to Trinity Services Group, Inc., to provide meals for the inmates and officers in the jail, for the Sheriff's Office, for the period of June 1, 2024 through May 31, 2025, for a contract total amount of \$1,225,031; per RFP #23-026-SHF. First of three optional renewals. (Sheriff's Office)

6.B. [JPS-P-0015-24](#)

Recommendation for the approval of a contract purchase order to SapphireHealth, LLC for the purchase of software licensing for an electronic medical record system in the Correctional Center for the period of May 1, 2024 through April 30, 2029, for a contract total not to exceed \$299,283.21, per bid 23-111-SHF. (Sheriff's Office)

7. BUDGET TRANSFERS

7.A. [24-1252](#)

Transfer of funds from account nos. 1000-4400-53610 (instruction and schooling), 1000-4405-53610 (instruction and schooling), 1000-4410-53610 (instruction and schooling) and 1000-4410-53807 (subscription IT arrangements to account nos. 1000-4400-50000 (regular salaries), 1000-4400-51010 (employer share IMRF), 1000-4400-51030 (employer share social security), 1000-4405-51010 (employer share IMRF), 1000-4405-51030 (employer share social security), 1000-4410-50000 (regular salaries), 1000-4410-51010 (employer share IMRF) and 1000-4410-51030 (employer share social security) in the amount of \$215,018 needed to cover regular salaries, IMRF and social security for anticipated retro pay for the Sheriff, Court Security and Jail Operations for ongoing union contract negotiations for FY2023. (Sheriff's Office)

7.B. [24-1259](#)

Transfer of funds from account nos. 1000-4410-53090 (other professional services), 1000-4405-50010 (overtime) and 1000-4415-50010 (overtime) to account nos. 1000-4410-50040 (part-time help), 1000-4410-50050 (temporary salaries), 1000-4405-50011 (sheriff-special duty overtime) and 1000-4415-50011 (sheriff-special duty overtime) in the amount of \$240,000 necessary due to increased use of part-time and temporary registered nurses, not agency nurses (53090 - professional services) as budgeted. Transfers from overtime to special duty overtime for a moot court event (Court Security) and election detail (Court Security and Law Enforcement). Sheriff's Office is reimbursed for these special events. (Sheriff's Office)

7.C. [24-1261](#)

Transfer of funds from account no. 1000-6110-50040 (part-time help) to account no. 1000-6110-53040 (interpreter services) in the amount of \$5,000 needed to cover interpreter services for DUI evaluation appointments for FY2024. (Probation and Court Services)

**8. ACTION ITEMS**8.A. [JPS-CO-0002-24](#)

Recommendation for the approval of a change order amending purchase order 5441-0001-SERV, issued to Microgenics Corporation, to provide court ordered drug testing and supplies, to increase the purchase order in an amount of \$48,000, resulting in an amended purchase order total amount not to exceed \$156,114.60, an increase of 44.40%. (Probation and Court Services)

8.B. [JPS-CO-0003-24](#)

Amendment to Purchase Order 2846-0001 SERV, issued to Journal Technologies, Inc., for a case management system, for New Pretrial Case Configurations total in the amount of \$10,000, a 1.20% increase. (Public Defender's Office)

8.C. [24-1242](#)

Tritech Software Systems, 6454-0001 SERV - This Purchase Order is decreasing in the amount of \$847,546.88 and closing due to cancellation of the contract. (Clerk of the Circuit Court)

**9. CONSENT ITEMS**9.A. [24-1243](#)

Decrease and close Purchase Order 6062-0001 SERV, issued to Sentinel Offender Services, LLC, in the amount of \$79,842.01, due to the contract has expired. (Probation and Court Services).

9.B. [24-1244](#)

Decrease and close Purchase Order 5947-0001 SERV, issued to Forensic Psychology Group, LLC, in the amount of \$23,462.50, due to the contract has expired. (Probation and Court Services)

**10. INFORMATIONAL**10.A. [24-1245](#)

Informational - Public Defender's Office Monthly Statistical Report - March 2024. (Public Defender's Office)

**11. PRESENTATION**

11.A. DuPage Sheriff's Dispatch Services

**12. RESOLUTIONS**12.A. [JPS-R-0011-24](#)

Approving an Intergovernmental Agreement with DuPage Public Safety Communications (DU-COMM) for Police Department Dispatch Services. (Sheriff's Office)

**13. OLD BUSINESS****14. NEW BUSINESS****15. ADJOURNMENT**



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1241

**Agenda Date:** 4/16/2024

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Judicial and Public Safety Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**Tuesday, April 2, 2024**

**8:00 AM**

**County Board Room**

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**1. CALL TO ORDER**

8:00 AM meeting was called to order by Chair Lucy Evans at 8:03 AM.

**2. ROLL CALL**

Other Board member present: Paula Garcia

Staff present: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Conor McCarthy (Assistant State's Attorney), Jeff Martynowicz (Chief Financial Officer), Valerie Calvente (Buyer-Procurement), Craig Dieckman (Director-Office of Homeland Security and Emergency Management), Evan Shields (Public Information Officer), Jason Blumenthal (Policy and Program Manager) and Jenna Rossi (Policy Analyst).

Remote attendee: Dan Bilodeau (Deputy Chief-Sheriff's Office)

<b>PRESENT</b>	Chaplin, DeSart, Eckhoff, Evans, Gustin, Ozog, Schwarze, Tornatore, Zay, and Yoo
<b>ABSENT</b>	Childress, and Krajewski

**3. PUBLIC COMMENT**

No public comment was offered.

**4. CHAIR REMARKS - CHAIR EVANS**

Chair Evans offered comments in response to a Committee member's request at the last meeting for an update on the investigation of the 2023 Juneteenth shooting. She indicated that she contacted Sheriff Mendrick and invited him to provide an update on the investigation at an upcoming meeting, if he so chooses. However, she stated that it would be inappropriate to discuss an open or pending investigation, either in open or closed session, at a Judicial and Public Safety Committee meeting or a County Board meeting. Further, Chair Evans encouraged members to contact Sheriff Mendrick directly with any questions they may have.

Chair Evans then informed the Committee that she had recently met with Circuit Court Clerk Candice Adams, Chief Judge Bonnie Wheaton, State's Attorney Bob Berlin, Public Defender Jeff York and Probation and Court Services Director Bob McEllin to discuss the status of the Pretrial Fairness Act. A six-month update on the implementation of this legislation will be presented at the April 23, 2024 County Board meeting.

In conclusion, Chair Evans reminded the Committee members of the proper procedures to follow when seeking recognition during meetings.

## 5. APPROVAL OF MINUTES

### 5.A. [24-1049](#)

Judicial and Public Safety Committee - Regular Meeting Minutes - Tuesday, March 19, 2024.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Yeena Yoo

## 6. PROCUREMENT REQUISITIONS

### 6.A. [JPS-P-0013-24](#)

Recommendation for the approval of a contract to Peter M. King, of King Holloway, LLC, to provide professional services as a conflict attorney assigned to juvenile cases, for the period of May 1, 2024 through April 30, 2025, for a contract total amount not to exceed \$42,000. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (18th Judicial Circuit Court)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

### 6.B. [24-1050](#)

Recommendation for the approval of a contract purchase order to AED Professionals, for the purchase of Philips FRx Defibrillators, Infant/Child Keys and SMART Pads, for the Sheriff's Office, for the period of April 2, 2024 through April 1, 2025, for a contract total amount not to exceed \$29,086.20, per lowest responsible quote/bid. (Sheriff's Office)

Member Yoo asked if this request for 20 AEDs is to replace what they currently have or if they will be in addition to. She also asked how many units they currently have and for an explanation of the decision making process as to how this number of units will provide better coverage.

Deputy Chief Dan Bilodeau responded that many of their existing units have aged out and it is necessary to take them out of service. Some of the new units will be used to replace their current ones. Since they are expanding, other units need to be readily available to provide coverage in other areas. These areas include patrol, the courthouse and the jail.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Yeena Yoo

6.C. [24-1051](#)

Recommendation for the approval of a contract purchase order to Heartland Business Systems, for the purchase of Fortinet FortiSwitch Ethernet Switch & Support, for the Sheriff's Office, for the period of April 2, 2024 through April 1, 2025, for a contract total amount not to exceed \$25,184.80. TIPS Contract # 220105. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Yeena Yoo

7. **BUDGET TRANSFERS**

7.A. [24-1111](#)

Transfer of funds from account no. 1000-6700-50050 (temporary salaries) to account no. 1000-6700-50040 (part time help) in the amount of \$10,000 to create a part-time position for documents image review, which will aid in the effort for record destruction. (Clerk of the Circuit Court)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Mary Ozog

7.B. [24-1120](#)

Transfer of funds from account no. 1000-6700-53410 (rental of machinery and equipment) to account no. 1000-6700-54100-700 (IT equipment-capital lease) in the amount of \$49,500 necessary to move funds to the newly created Capital Policy IT Equipment-Capital Lease line for postage equipment lease costs. GASB 87 changed the accounting standard regarding ownership criterium for the determining of capital assets in regards to leases. This change requires assets where the County has a non-cancelable right to control in excess of one year as to be considered capital in nature when determining ownership. (Clerk of the Circuit Court)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Liz Chaplin

**8. ACTION ITEMS****8.A. [24-1112](#)**

Axon Enterprise PO 6662-0001 SERV - Decrease contract encumbrance in the amount of \$136,664, for a new contract total not to exceed \$1,378,336. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Yeena Yoo

**9. GRANTS****9.A. [24-1113](#)**

GPN 011-24: Paul Coverdell Forensic Science/NFSIA FFY 23 - Illinois Criminal Justice Information Authority (ICJIA) - DOJ/OJP/BJA - \$75,000. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin

**10. OLD BUSINESS**

No old business was offered.

**11. NEW BUSINESS**

Member Chaplin brought forth concerns regarding reproductive health care for pregnant inmates. She referenced a recent publication produced by the ACLU of Illinois, together with the Women's Justice Institute. This report was distributed to all Committee members for their review.

Members DeSart and Gustin commented on potential legislation that will seek to create a statewide public defender system in Illinois. Questions arose as to whether it will be possible for the DuPage County Public Defender's Office to opt out, or for smaller counties to opt in. Both members suggested it will be important to track this legislation. Policy and Program Manager Jason Blumenthal stated that the official language for this bill has not yet been finalized. Once the bill language becomes available, Mr. Blumenthal suggested discussing this at a future Legislative Committee meeting.

**12. ADJOURNMENT**

With no further business, Member Gustin moved, seconded by Member Yoo to adjourn the meeting at 8:17 AM. The next meeting is scheduled for Tuesday, April 16, 2024 at 8:00 AM.



## Judicial/Public Safety Requisition \$30,000 and Over

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** JPS-P-0014-24

**Agenda Date:** 4/16/2024

**Agenda #:** 6.A.

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AWARDING RESOLUTION ISSUED TO  
TRINITY SERVICES GROUP, INC.  
TO PROVIDE MEALS FOR THE INMATES AND OFFICERS  
FOR THE SHERIFF'S OFFICE  
(CONTRACT TOTAL AMOUNT \$1,225,031)

WHEREAS, proposals have been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for the issuance of a contract to Trinity Services Group, Inc., to provide meals for the inmates and officers in the jail, for the period of June 1, 2024 through May 31, 2025, for the Sheriff's Office.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide meals for the inmates and officers in the jail, for the period of June 1, 2024 through May 31, 2025 for the Sheriff's Office per 23-026-SHF, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Trinity Services Group, Inc., 1260 Andes Blvd., St. Louis, MO 63132, for a contract total amount of \$1,225,031.

Enacted and approved this 23rd day of April, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: JPS-P-0014-24	RFP, BID, QUOTE OR RENEWAL #: 23-026-SHF	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$1,225,031.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 04/16/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,900,124.00
	CURRENT TERM TOTAL COST: \$1,225,031.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Trinity Service Group	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Commander John Putnam
VENDOR CONTACT: Jacque Woosley	VENDOR CONTACT PHONE: 636.399.4406	DEPT CONTACT PHONE #: 630-407-2050	DEPT CONTACT EMAIL: john.putnam@dupagsheriff.org
VENDOR CONTACT EMAIL: jacque.woosley@trinityservicesgroup.com	VENDOR WEBSITE: trinityservicesgroup.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).  This contract purchase order covers inmate and officer meals for a period of one year. This is the first renewal (no price increase from initial term) of food service provider agreement bid #23-026-SHF. This is a not to exceed contract. Pricing per meal is \$1.79 with a canvassing amount population of 625 meals 3 times per day.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Sheriff's Office is required to provide meal service to detainees in custody at the DuPage County Correctional Center			

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Trinity Services Group	Vendor#:	Dept: Sheriff	Division: Budget Support
Attn: Jacque Woosley	Email: jacque.woosley@trinityservicesgroup.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagsheriff.org
Address: 1260 Andes Blvd	City: St Louis	Address: 501 N County Farm RD	City: Wheaton
State: MO	Zip: 63132	State: IL	Zip: 60187
Phone: 636.399.4406	Fax:	Phone: 630.407.2212	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Trinity Services Group, Inc.	Vendor#:	Dept: Sheriff	Division: Corrections
Attn:	Email:	Attn: Commander John Putnam	Email: john.putnam@dupagsheriff.org
Address: 62836 Collection Center Drive	City: Chicago	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip: 60693	State: IL	Zip: 60187
Phone: 636.399.4406	Fax:	Phone: 630.407.2050	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2024	Contract End Date (PO25): May 31, 2025
Contract Administrator (PO25):			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Food service for jail	FY24	1000	4410	52210		612,515.50	612,515.50
2	1	EA		Food service for jail	FY25	1000	4410	52210		612,515.50	612,515.50
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 1,225,031.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement





## AMENDMENT FOR CONTRACT RENEWAL

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Trinity Services Group, Inc., located at 477 Commerce Blvd., Oldsmar, FL 34677, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-026-SHF which became effective on 6/1/2023 and which will expire 5/31/2024. The contract is subject to a first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature, and shall terminate on 5/31/2025.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

### CONTRACTOR

### THE COUNTY OF DUPAGE

SIGNATURE

SIGNATURE

James M. Perry

Brian Rovik

PRINTED NAME

PRINTED NAME

Vice President, Sales

Buyer I

PRINTED TITLE

PRINTED TITLE

2/28/24

DATE

DATE

## SECTION 9 - PROPOSAL FORM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	Trinity Services Group, Inc.
Main Business Address	477 Commerce Blvd.
City, State, Zip Code	Oldsmar, FL 34677
Telephone Number	636-399-4406
Fax Number	
Proposal Contact Person	Jacque Woosley
Email Address	jacque.woosley@trinityservicesgroup.com

The undersigned certifies that he is:

☐ the Owner/Sole Proprietor
 ☐ a Member of the Partnership
 ☒ an Officer of the Corporation
 ☐ a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Gary Snyder, CEO

(President or Partner)

James M. Perry, Senior VP Sales

(Vice-President or Partner)

Alex Lee, Secretary

(Secretary or Partner)

Steve Palmer, CFO

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. #1, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

**PROPOSAL AWARD CRITERIA**

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

X

(Signature and Title)

James M. Perry, Senior Vice President, Sales

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this 10<sup>th</sup> day of March AD, 2023

My Commission Expires: 6/3/2026  
(Notary Public)

HOLLY MARIE KARLESKINT  
Notary Public - Notary Seal  
STATE OF MISSOURI  
Commissioned for St. Louis County  
My Commission Expires 6/3/2026  
Commission # 18241512



## Price Proposal

### Food Service for DuPage County Jail

23-026\_SHF

March 29, 2023

**OPTION 1****SECTION 8 - BID FORM PRICING**

The daily population of 550 inmates is a canvassing amount only. The jail population may vary from day to day. This price includes all meals, including those for dietary restrictions and for staff meals (approx. 30 staff meals per week.)

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Annual Meal Service (625 x 3 x 365)	Meal	684,375	\$ \$1.790	\$ \$1,225,031
GRAND TOTAL					\$ \$1,225,031
GRAND TOTAL (In words) One million, two hundred and twenty-five thousand, thirty-one					

**ALTERNATIVE BID PRICING – OPTION 2**  
**REPLACE MILK WITH DAIRY DRINK**

Trinity has provided an alternative pricing option for DuPage County in response to RFP Addendum 1, Question 16. Our main proposed menu includes 1% milk served at breakfast, 7 days per week. We have enclosed the nutritional comparison to offer dairy drink in place of milk and the lower proposed price per meal if DuPage were interested in this option.

Milk

Nutrition Information	
1 Servings per container	
<b>Serving Size</b>	<b>1 Each (244g)</b>
<b>Amount Per Serving</b>	
<b>Calories</b>	<b>100</b>
% Daily Value*	
<b>Total Fat</b> 2.5g	4%
Saturated Fat 1.5g	7%
<b>Cholesterol</b> 10mg	4%
<b>Sodium</b> 95mg	4%
<b>Total Carbohydrate</b> 13g	4%
<b>Protein</b> 8g	
Calcium 307mg	30%
Iron 0mg	0%

Dairy Drink PC

Nutrition Information	
1 Servings per container	
<b>Serving Size</b>	<b>1 Each (22g)</b>
<b>Amount Per Serving</b>	
<b>Calories</b>	<b>100</b>
% Daily Value*	
<b>Total Fat</b> 4g	6%
Saturated Fat 1g	4%
<b>Cholesterol</b> 0mg	0%
<b>Sodium</b> 70mg	3%
<b>Total Carbohydrate</b> 15g	5%
<b>Protein</b> 2g	
Calcium 348mg	35%
Iron NA	%

**ALTERNATIVE BID PRICING – REPLACE MILK WITH DAIRY DRINK**

The daily population of 550 inmates is a canvassing amount only. The jail population may vary from day to day. This price includes all meals, including those for dietary restrictions and for staff meals (approx. 30 staff meals per week.)

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Annual Meal Service (625 x 3 x 365)	Meal	684,375	\$ \$1.757	\$ \$1,202,447
GRAND TOTAL					\$ \$1,202,447
GRAND TOTAL (In words) One million, two hundred and two thousand, four hundred and forty seven					





*\$1.76 is firm, regardless of Trinity Take-Out participation levels. Trinity would be able to issue the Trinity Take Out commission in the form a monthly check to the DuPage Sheriff's Office, to be deposited into the Inmate Welfare Fund. The County would be able to switch from Option 1 to TTO Option 3 at any time during the contract.*

### ALTERNATIVE BID PRICING – OPTION 3 & OPTION 4 IMPLEMENTATION of TRINITY TAKE OUT PROGRAM

#### Trinity Take-Out

As a value add, Trinity Services Group is interested in implementing our “Trinity Take-Out (TTO)” program. This ala carte ordering program was designed specifically for the purpose of inmate behavior management and is detailed in the technical proposal. This program generates revenue that has been used to further reduce the price per meal offered (presented in the example below). In addition, Trinity is offering DuPage County a 15% commission on all TTO sales.

### ALTERNATIVE BID PRICING – PROPOSED BID MENU WITH MILK & TRINITY TAKE OUT (OPTION 3)

The daily population of 550 inmates is a canvassing amount only. The jail population may vary from day to day. This price includes all meals, including those for dietary restrictions and for staff meals (approx. 30 staff meals per week.)

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Annual Meal Service (625 x 3 x 365)	Meal	684,375	\$ \$1.760	\$ \$1,204,500
GRAND TOTAL					\$ \$1,204,500
GRAND TOTAL (In words) One million, two hundred and four thousand, five hundred					

### ALTERNATIVE BID PRICING – REPLACE MILK WITH DAIRY DRINK & TRINITY TAKE OUT (OPTION 4)

The daily population of 550 inmates is a canvassing amount only. The jail population may vary from day to day. This price includes all meals, including those for dietary restrictions and for staff meals (approx. 30 staff meals per week.)

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Annual Meal Service (625 x 3 x 365)	Meal	684,375	\$ \$1.727	\$ \$1,181,916
GRAND TOTAL					\$ \$1,181,916
GRAND TOTAL (In words) One million, one hundred and eighty one thousand, nine hundred and sixteen					



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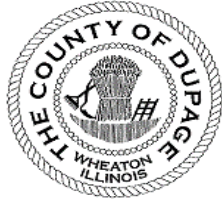
## Financial Considerations

If awarded a contract, Trinity Services Group would like to discuss and negotiate the following financial considerations.

1. Meal prices shall be adjusted annually, effective on the anniversary date of the contract, by an amount equal to the change in the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home. Annual price adjustments shall be based on the most current data available sixty (60) days prior to the contract anniversary date and shall be communicated to the Client not less than ten (10) days prior to the effective date of the new prices.
2. In the event of material cost changes in federal, state, or local taxes including, but not limited to, social security taxes, unemployment taxes or payroll based taxes or an increase in the minimum wage rate or the implementing regulations or the enactment or application of any “living wage”, “prevailing wage” or similar laws by any governmental entity; and/or an increase in employee benefits whether as a result of a change in federal, state, or local laws or a federal, state, or local legislative or regulatory mandate or otherwise, it is agreed that the parties shall adjust the meal prices to reflect said increases. If other material conditions change due to causes beyond Trinity’s control, including, but not limited to menu changes requested by the facility, decreases in inmate population or the availability of inmate labor or changes in federal, state or local standards or regulations or other unforeseen conditions beyond Trinity’s control, it is agreed that the parties shall adjust the meal prices to reflect the impact of the change in circumstances.







THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
FOOD SERVICE FOR DUPAGE COUNTY JAIL 23-026-SHF  
BID TABULATION

✓

Criteria	Available Points	Trinity Services Group, Inc.
Firm Qualifications	20	18
Project Understanding	20	18
Price	60	60
Total	100	96

Fee and Rate Proposal	\$ 1,225,031.00
Percentage of points	100%
Points awarded (wtd against lowest price)	60

NOTES

RFP Posted on 3/7/2023	
Bid Opened On 3/29/23, 2:30 PM CST by	VC,DW
Invitations Sent	17
Total Requesting Documents	1
Total Bid Responses Received	1



## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: \_\_\_\_\_

Bid/Contract/PO #: \_\_\_\_\_

Company Name: Trinity Services Group	Company Contact: James M. Perry
Contact Phone: 314.963.8733	Contact Email: Jiperry@keefegroup.com

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name

James M. Perry

Title

Sr. Vice President, Sales

Date

4/9/24

Attach additional sheets if necessary. Sign each sheet and number each page. Page \_\_\_\_\_ of \_\_\_\_\_ (total number of pages)



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**File #:** JPS-P-0015-24

**Agenda Date:** 4/16/2024

**Agenda #:** 6.B.

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AWARDING RESOLUTION ISSUED TO  
SAPPHIREHEALTH, LLC  
FOR THE PURCHASE OF SOFTWARE LICENSING  
FOR AN ELECTRONIC MEDICAL RECORD SYSTEM  
FOR THE SHERIFF'S OFFICE  
(CONTRACT TOTAL AMOUNT \$299,283.21)

WHEREAS, proposals have been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for the issuance of a contract to SapphireHealth, LLC, for the purchase of software licensing for an electronic medical record system, for the period of May 1, 2024 through April 30, 2029, for the Sheriff's Office.

NOW, THEREFORE BE IT RESOLVED, that said contract is for the purchase of software licensing for an electronic medical record system, for the period of May 1, 2024 through April 30, 2029 for the Sheriff's Office per 23-111-SHF, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to SapphireHealth, LLC, 645 Kolter Drive, Indiana, PA 15701, for a contract total amount of \$299,283.21.

Enacted and approved this 23rd day of April, 2024 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

## SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: JPS-P-0015-24	RFP, BID, QUOTE OR RENEWAL #: 23-111-SHF	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$299,283.21
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 04/16/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$299,283.21
	CURRENT TERM TOTAL COST: \$299,283.21	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SapphireHealth, LLC.	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Commander John Putnam
VENDOR CONTACT: Jennifer Pittore	VENDOR CONTACT PHONE: 724-349-1111 ex 1038	DEPT CONTACT PHONE #: 630-407-2050	DEPT CONTACT EMAIL: john.putnam@dupagesheriff.org
VENDOR CONTACT EMAIL: jpittore@diamondpharmacy.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The purpose of this purchase is to implement an electronic medical records system in the Correctional Center. The procurement process was conducted via an RFP process as currently the Sheriff's Office does not have such system to compare to. This will be a not to exceed purchase of \$299,283.21 covering the implementation price as well as yearly fees over the course of 5 years.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Currently the Correctional Centers medical charting and record keeping is done via an antiquated pen and paper process. The purchase of this system will allow for improved patient care and help to reduce liability.			

## SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RFP (REQUEST FOR PROPOSAL)	

## SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. A diverse team representing all aspects of the Correctional medical department, Sheriff's Administration and IT reviewed all of the vendors and the products they proposed for this emergency medical records software project. Pursuant to County procurement rules, they were not able to view the pricing associated with each product, therefore scoring was based only on the product presentation. The top two vendors both offered products that will meet the needs of the medical staff in the Correctional Center. However, the top rated product is significantly more expensive. After careful consideration between the two, it was determined that the differences that existed did not justify the pricing differential. In the interest of fiscal responsibility, for not only start up costs, but also the proposed five year cost, the vendor with the second highest overall score was selected.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Award vendor for new EMR...issue new RFP, maintain status quo (maintain paper medical records system)

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: SapphireHealth, LLC.	Vendor#:	Dept: Sheriff	Division: Budget Support
Attn: Jennifer Pittore	Email: japittore@diamondpharmacy.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 645 Kolter Drive	City: Indiana	Address: 501 N County Farm RD	City: Wheaton
State: PA	Zip: 15701	State: IL	Zip: 60187
Phone: 724-349-1111 ext 1038	Fax: 724-599-3509	Phone: 630.407.2212	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same	Vendor#:	Dept: Sheriff	Division: Corrections
Attn:	Email:	Attn: Commander John Putnam	Email: john.putnam@dupagesheriff.org
Address:	City:	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630.407.2050	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2024	Contract End Date (PO25): Apr 30, 2029
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Implementation and year 1 service	FY24	1000	4410	53806		96,880.00	96,880.00
2	1	EA		Licensing agreement/hosting	FY25	1000	4410	53806		48,389.40	48,389.40
3	1	EA		Licensing agreement/hosting	FY26	1000	4410	53806		49,801.08	49,801.08
4	1	EA		Licensing agreement/hosting	FY27	1000	4410	53806		51,336.32	51,336.32
5	1	EA		Licensing agreement/hosting	FY28	1000	4410	53806		52,876.41	52,876.41
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 299,283.21

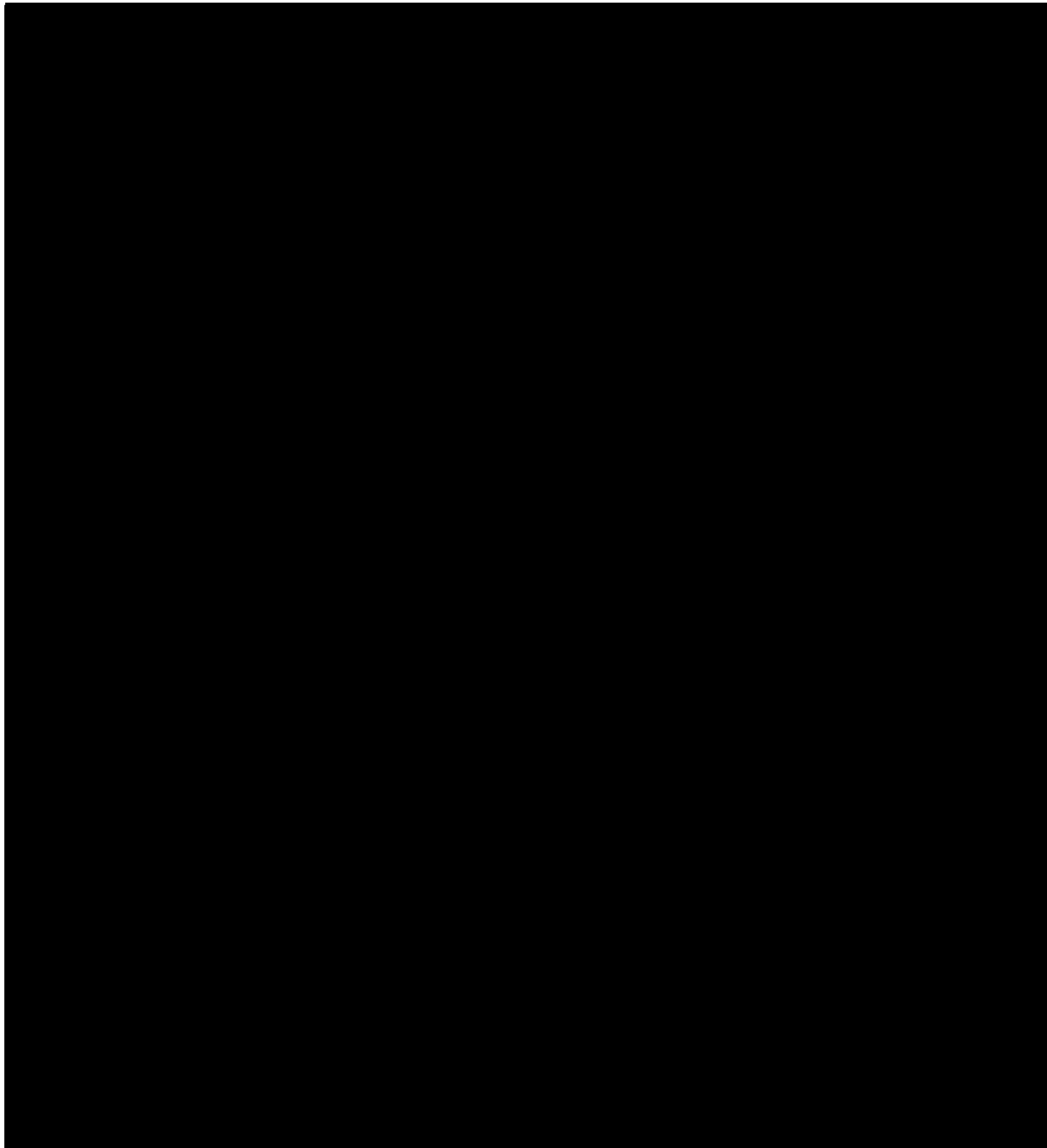
<b>Comments</b>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:    ☒ W-9    ☒ Vendor Ethics Disclosure Statement

CONFIDENTIAL

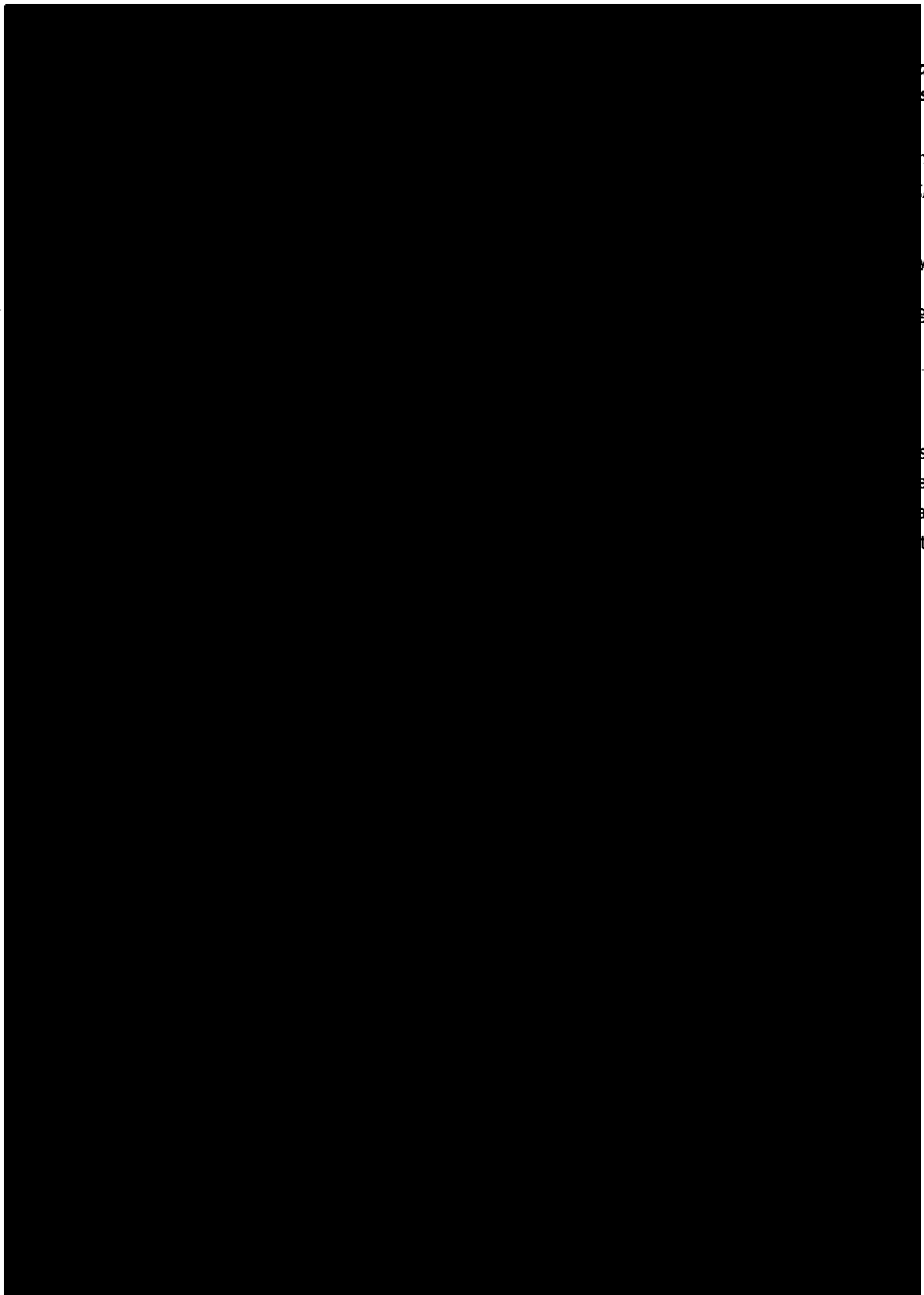


Sapphire EHR Quote  
DuPage Co, IL. RFP 23-111-SHF  
01 Jan 2024



CONFIDENTIAL

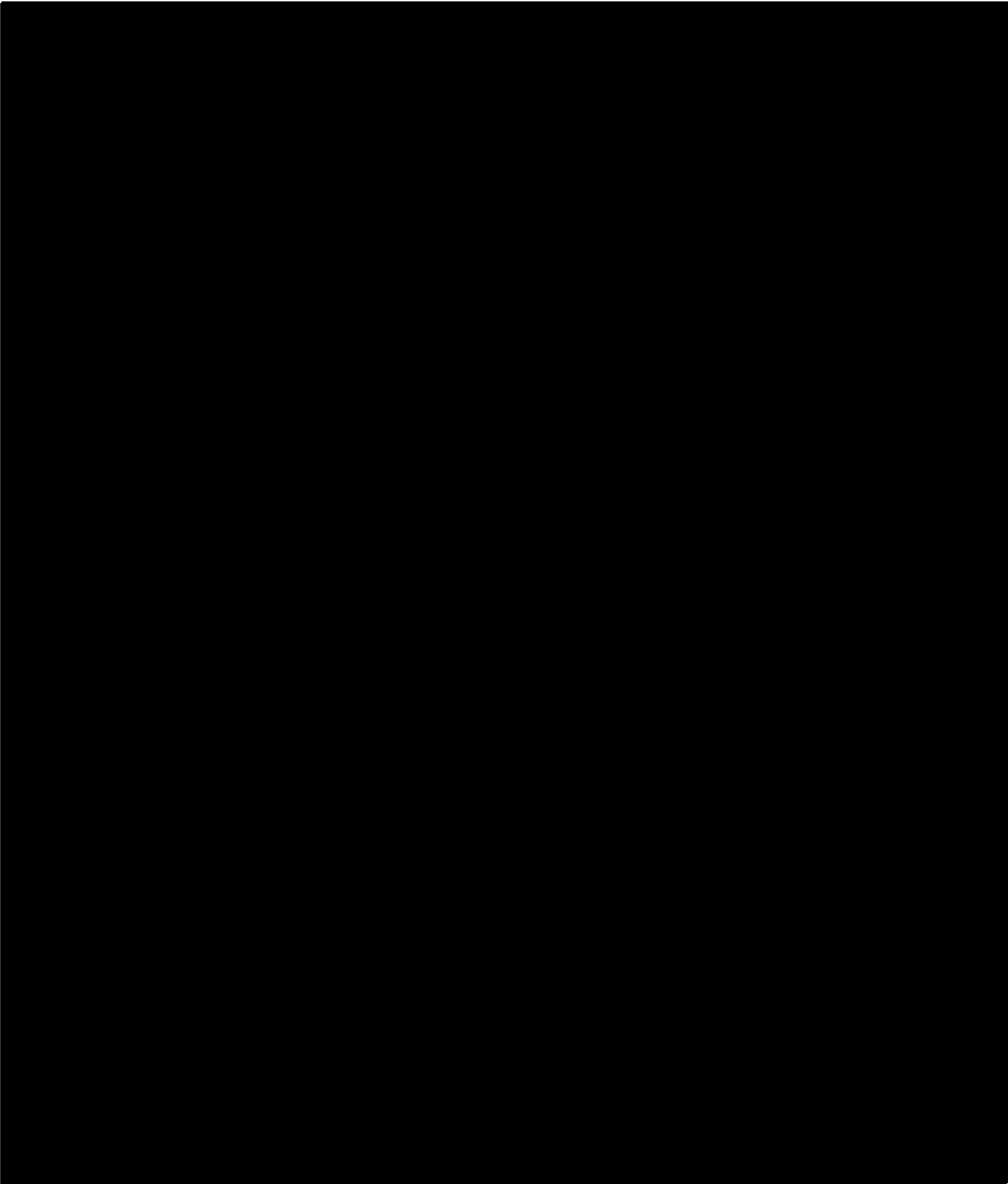
CONFIDENTIAL



CONFIDENTIAL



CONFIDENTIAL



CONFIDENTIAL

CONFIDENTIAL

Sapphire Health, LLC • 645 Kolter Drive, Indiana, PA 15701  
877.532.2345 • [info@sapphire-health.com](mailto:info@sapphire-health.com)

CONFIDENTIAL

## SECTION 10 - PROPOSAL FORM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	SapphireHealth, LLC.
Main Business Address	645 Kolter Drive
City, State, Zip Code	Indiana, PA 15701
Telephone Number	724-349-1111 ext. 1038
Fax Number	724-599-3509
Proposal Contact Person	Jennifer Pittore, Chief Financial Officer
Email Address	japittore@diamondpharmacy.com

The undersigned certifies that he is:

☐

the Owner/Sole  
Proprietor

☐

a Member of the  
Partnership

☒

an Officer of the  
Corporation

☐

a Member of the  
Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Mark Zilner

(President or Partner)

(Vice-President or Partner)

Joan Zilner

(Secretary or Partner)

Jennifer Pittore

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

**PROPOSAL AWARD CRITERIA**

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

X  \_\_\_\_\_  
Chief Financial Officer  
(Signature and Title)

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 2023

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Notary Public)



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
ELECTRONIC MEDICAL RECORDS FOR CORRECTIONS #23-111-SHF  
BID TABULATION

✓

Criteria	Available Points	CorrecTek	NaphCare, Inc.	Public Consulting Group	SapphireHealth
Firm Qualifications	20	11.82	19.73	6.73	<b>14.91</b>
Key Qualifications	30	17.00	26.73	7.00	<b>20.00</b>
Project Understanding	30	18.55	27.45	6.45	<b>19.55</b>
Price	20	12.61	6.62	5.43	<b>20.00</b>
Total	100	59.98	80.53	25.61	<b>74.45</b>

Fee and Rate Proposal (Design Only)	\$ 501,485.00	\$ 955,800.00	\$ 1,165,238.00	<b>\$ 316,304.28</b>
Percentage of points	63%	33%	27%	100%
Points awarded (wtd against lowest price)	12.61	6.62	5.43	20.00

NOTES

1) HealthLine has been deemed non-responsive due to not meeting the bid requirements.

RFP Posted on 12/1/2023	
Bid Opened On 1/5/2024, 2:30 PM CST by	VC, NE
Invitations Sent	22
Total Requesting Documents	3
Total Bid Responses Received	5



## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Mar 12, 2024

Bid/Contract/PO #: 23-11-SHF

Company Name: Sapphire Health Ltd	Company Contact: Mark Wright
Contact Phone: 877 532 2345 x1035	Contact Email: mswright@sapphire-health.com

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

### The full text for the county's ethics and procurement policies and ordinances are available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature Signature on file  
Printed Name Mark J. Zilnek  
Title Manager  
Date Mar 12, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page \_\_\_\_\_ of \_\_\_\_\_ (total number of pages)



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1252

**Agenda Date:** 4/16/2024

**Agenda #:** 7.A.

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FY23

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

SHERIFF ADMINISTRATION

From: 1000  
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4400	53610		INSTRUCTION & SCHOOLING	\$ 62,014.00	148,757.83	86,743.83	4/2/24
4405	53610		INSTRUCTION & SCHOOLING	\$ 1,123.00	5,100.00	3,977.00	4/2/24
4410	53610		INSTRUCTION & SCHOOLING	\$ 68,400.00	68,452.61	52.61	4/2/24
4410	53807		SUBSCRIPTION IT ARRANGEMENTS	\$ 83,491.00	115,516.92	32,035.92	4/2/24
Total				\$ 215,018.00			

SHERIFF ADMINISTRATION

To: 1000  
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4400	50000		REGULAR SALARIES	\$ 52,620.00	(52,619.37)	0.61	4/2/24
4400	51010		EMPLOYER SHARE I.M.R.F.	\$ 5,368.00	(5,367.04)	0.96	4/2/24
4400	51030		EMPLOYER SHARE SOCIAL SECURITY	\$ 4,026.00	(4,025.05)	0.95	4/2/24
4405	51010		EMPLOYER SHARE I.M.R.F.	\$ 642.00	(641.26)	0.74	4/2/24
4405	51030		EMPLOYER SHARE SOCIAL SECURITY	\$ 481.00	(480.82)	0.18	4/2/24
4410	50000		REGULAR SALARIES	\$ 128,877.00	(128,876.91)	0.09	4/2/24
4410	51010		EMPLOYER SHARE I.M.R.F.	\$ 13,145.00	(13,144.88)	0.12	4/2/24
4410	51030		EMPLOYER SHARE SOCIAL SECURITY	\$ 9,859.00	(9,858.15)	0.85	4/2/24
Total				\$ 215,018.00			

Reason for Request:

Budget transfer to move funds to cover Regular Salaries, I.M.R.F., and Social Security for anticipated Retro Pay for Sheriff, Court Security, and Jail Operations for on-going union contract negotiations for FY2023.

signature on file

Department Head

Chief Financial Officer

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released &amp; Posted By/Date \_\_\_\_\_

JPS - 4/16/24  
FIN/CB - 4/23/24





## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1259

**Agenda Date:** 4/16/2024

**Agenda #:** 7.B.

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**DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024**

From: 1000  
Company #

**JAIL OPERATIONS**  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4410	53090	0000	OTHER PROFESSIONAL SERVICES	\$ 220,000.00	284,280.00	64,280.00	4/9/24	1000-9100
4405	50010	0000	OVERTIME	\$ 15,000.00	396,630.15	381,630.15	4/9/24	1000-9100
4415	50010	0000	OVERTIME	\$ 5,000.00	759,767.82	754,767.82	4/9/24	1000-9100
Total				\$ 240,000.00				

To: 1000  
Company #

**JAIL OPERATIONS**  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4410	50040	0000	PART TIME HELP	\$ 125,000.00	534,557.76	659,557.76	4/9/24	1000-9100
4410	50050	0000	TEMPORARY SALARIES	\$ 95,000.00	26,579.04	121,579.04	4/9/24	1000-9100
4405	50011	0000	SHERIFF-SPECIAL DUTY O/T	\$ 15,000.00	8,719.89	6,280.11	4/9/24	1000-9100
4415	50011	0000	SHERIFF-SPECIAL DUTY O/T	\$ 5,000.00	268,166.39	273,166.39	4/9/24	1000-9100
Total				\$ 240,000.00				

Reason for Request:

Jail Part-Time and Temporary - Budget transfer necessary due to increased use of Part Time and Temporary Registered Nurses, not Agency Nurses (53090 - Professional Services) as budgeted.

Transfers from OT to Special Duty OT for a Moot Court event (Court Security) and Election Detail (Court Security and Law Enforcement). Sheriff's Office is reimbursed for these special details.

signature on file

Department Head

4/9/24  
Date

Activity

(optional)

Chief Financial Officer

4-10-24  
Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

JPS-4/16/24

FMJ/CB-4/23/24



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1261

**Agenda Date:** 4/16/2024

**Agenda #:** 7.C.

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DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

From: 1000  
Company #

DUI EVALUATION PROGRAM  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
6110	50000		PART TIME HELP	\$ 5,000.00	53,788.87	48,788.87	4/4/24	1000-9100
Total				\$ 5,000.00				

To: 1000  
Company #

DUI EVALUATION PROGRAM  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
6110	53040		INTERPRETER SERVICES	\$ 5,000.00	97.50	5,097.50	4/4/24	1000-9100
Total				\$ 5,000.00				

Reason for Request:

Need to transfer funds to cover interpreting services for DUI evaluation appointments for FY'2024.

signature on file

Department Head

4/3/2024  
Date

Activity

(optional)

Chief Financial Officer

4-10-24  
Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only		
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____	

SPS - 4/16/24  
FIN/CB - 4/23/24



## Judicial/Public Safety Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** JPS-CO-0002-24

**Agenda Date:** 4/16/2024

**Agenda #:** 8.A.

---

AMENDMENT TO COUNTY CONTRACT #5441-0001-SERV  
ISSUED TO MICROGENICS CORPORATION  
TO PROVIDE DRUG TESTING ANALYZER AND SUPPLIES  
FOR THE DEPARTMENT OF PROBATION AND COURT SERVICES  
(INCREASE ENCUMBRANCE CONTRACT TOTAL: \$156,114.60), AN INCREASE OF 44.40%

WHEREAS, County Contract PO#5441-0001-SERV was approved by the Judicial and Public Safety Committee on October 1, 2021; and

WHEREAS, the Judicial and Public Safety Committee recommends changes as stated in the Change Order Notice to County Contract PO#5441-0001-SERV, issued to Microgenics Corporation, to provide court-ordered drug testing supplies with an AU480 analyzer for a four (4) year lease, for Probation and Court Services, to test the offenders for controlled substances as per the court orders and increase the contract by \$48,000, resulting in an amended contract total of \$156,114.60, an increase of 44.40%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract PO#5441-0001-SERV, issued to Microgenics Corporation, to provide court-ordered drug testing supplies with an AU480 analyzer for a four (4) year lease, for Probation and Court Services, to test the offenders for controlled substances as per the court orders and increase the contract by \$48,000, resulting in an amended contract total of \$156,114.60, an increase of 44.40%.

Enacted and approved this 23rd day of April, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 21, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0002-24

<b>Purchase Order #:</b> 5441-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2021	<b>Change Order #:</b> 6	<b>Department:</b> Probation and Court Services
<b>Vendor Name:</b> Microgenics Corporation		<b>Vendor #:</b> 12437	<b>Dept Contact:</b> Sharon Donald
<b>Background and/or Reason for Change Order Request:</b>	Decrease Line 3 by \$127.69; Increase Line 4 by \$25,127.69; Increase Line 5 by \$23,000.00 Increase PO by \$48,000.00		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☒ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$108,114.60
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$108,114.60
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$48,000.00
E	New contract amount (C + D)	\$156,114.60
F	Percent of current contract value this Change Order represents (D / C)	44.40%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	44.40%
DECISION MEMO NOT REQUIRED		

☐ Cancel entire order

☐ Close Contract

☐ Contract Extension (29 days)

☐ Consent Only

☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_

☐ Decrease remaining encumbrance and close contract

☐ Increase encumbrance and close contract

☐ Decrease encumbrance

☐ Increase encumbrance

### DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_

☒ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source 1400-6120

☐ OTHER - explain below:

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MMK	8413	Mar 21, 2024	SAD	8413	Mar 21, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
DHS	Oct 6, 2023	SAD	Oct 6, 2023		
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Mar 21, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0002-24

Department Requisition #: \_\_\_\_\_

Requesting Department: Probation and Court Services	Department Contact: Sharon Donald
Contact Email: sharon.donald@dupagecounty.gov	Contact Phone: 630-407-8413
Vendor Name: Microgenics	Vendor #: 12437

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve an increase of \$48,000.00 for PO#5441-0001 SERV.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Increased testing due to our specialty courts.

### Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

To test the offenders for a control substances as per the court orders.

**Source Selection/Vetting Information** - Describe method used to select source.

This is our current vendor through the RFP selection.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Need to increase PO to continue testing per court orders.
- 2) This will help to identify offenders with drug abuse.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Funds are available under the current budget code 1400-6120-52320 for the period through 9/30/2025.





## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Mar 26, 2024

Bid/Contract/PO #: JPS-CO-0002-24

Company Name: MICROGENICS CORPORATIONS	Company Contact: LOVETTA THOMAS
Contact Phone: 510-979-5000	Contact Email: lovetta.thomas@thermofisher.com

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made
N/A				

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email
N/A		

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature Signature on file

Printed Name Lovetta Thomas

Title Bid Associate

Date 3/26/2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)





## Judicial/Public Safety Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** JPS-CO-0003-24

**Agenda Date:** 4/16/2024

**Agenda #:** 8.B.

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AMENDMENT TO PURCHASE ORDER 2846-0001 SERV  
ISSUED TO JOURNAL TECHNOLOGIES, INC.,  
FOR A CASE MANAGEMENT SYSTEM,  
FOR NEW PRETRIAL CASE CONFIGURATIONS  
(INCREASE CONTRACT \$10,000)

WHEREAS, purchase order 2846-0001 SERV was issued to Journal Technologies, Inc. on November 14, 2017, by the Procurement Department; and

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for a Change Order to amend purchase order 2846-0001 SERV, to increase the contract total in the amount of \$10,000 for the Public Defender's Office.

NOW, THEREFORE, BE IT RESOLVED, that the County Board adopts the Change Order dated April 4, 2024, increasing the contract purchase order 2846-0001 SERV issued to Journal Technologies, Inc., in the amount of \$10,000, resulting in an amended contract total amount of \$880,049.38.

Enacted and approved this 23<sup>rd</sup> day of April, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 4, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0003-24

<b>Purchase Order #:</b> 2846-1-SERV	<b>Original Purchase Order Date:</b> Nov 14, 2017	<b>Change Order #:</b> 8	<b>Department:</b> Public Defender
<b>Vendor Name:</b> Journal Technologies, Inc		<b>Vendor #:</b> 27873	<b>Dept Contact:</b> Melissa Buckardt
<b>Background and/or Reason for Change Order Request:</b>	Add line 13 (New Pretrial Case Configurations) 1000-6300-53807 for \$10,000.00 Increase contract by \$10,000.00		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☒ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$869,612.01
B	Net \$ change for previous Change Orders	\$437.37
C	Current contract amount (A + B)	\$870,049.38
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$10,000.00
E	New contract amount (C + D)	\$880,049.38
F	Percent of current contract value this Change Order represents (D / C)	1.15%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.20%

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- ☒ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☒ Funding Source 1000-6300-53807
- ☐ OTHER - explain below:

MB	8303	Apr 4, 2024	JRY	8302	Apr 4, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



## Decision Memo

### Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Apr 4, 2024  
MinuteTraq (IQM2) ID #: JPS-CO-0003-24  
Department Requisition #: \_\_\_\_\_

Requesting Department: Public Defender Office	Department Contact: Melissa Buckardt
Contact Email: <a href="mailto:Melissa.Buckardt@dupageco.org">Melissa.Buckardt@dupageco.org</a>	Contact Phone: 630-407-8310
Vendor Name: Journal Technologies Inc	Vendor #: 26753

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase purchase order value by \$10,000.00 by creating a new line item for new pretrial case configurations in our case management system.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Journal Technologies Inc for the configuration of new pretrial cases.

#### Strategic Impact

Financial Planning

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

These items were not included in the original PO as we did not anticipate these costs.

**Source Selection/Vetting Information** - Describe method used to select source.

Sole Source, data is stored in system with current vendor.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

This configuration is needed for the new pretrial cases.  
Recommend the approval of continuing the contract with Journal Technologies Inc.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Line 13 (New Pretrial Case Configurations) 1000-6300-53807 for \$10,000.00  
Increase contract by \$10,000.00



## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 4/10/24

Bid/Contract/PO #:

Company Name: Journal Technologies, Inc.	Company Contact: Brian Cardile, Corporate Secretary
Contact Phone: (301) 922-7711	Contact Email: bcardile@journaltech.com

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

### The full text for the county's ethics and procurement policies and ordinances are available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name

Brian Cardile

Title

Corporate Secretary

Date

April 10, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



## Change Order

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1242

**Agenda Date:** 4/16/2024

**Agenda #:** 8.C.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 8, 2024

MinuteTraq (IQM2) ID #: 24-1242

<b>Purchase Order #:</b> 6454-0001-SERV	<b>Original Purchase Order Date:</b> Apr 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> CIRCUIT COURT CLERK
<b>Vendor Name:</b> TRITECH SOFTWARE SYSTEMS		<b>Vendor #:</b> 32774	<b>Dept Contact:</b> JULIE ELLEFSEN
<b>Background and/or Reason for Change Order Request:</b>	DECREASE AND CLOSE CONTRACT REDUCE LINE 2 \$275,625.04 REDUCE LINE 3 \$ 427,218.76 REDUCE LINE 4 \$144,703.08		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.  
☐ (B) The change is germane to the original contract as signed.  
☒ (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

A	Starting contract value	
B	Net \$ change for previous Change Orders	\$1,241,296.88
C	Current contract amount (A + B)	
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	\$1,241,296.88
E	New contract amount (C + D)	(\$847,546.88)
F	Percent of current contract value this Change Order represents (D / C)	\$393,750.00
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-68.28%
		-68.28%

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☒ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- ☒ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

JCE	8590	Apr 8, 2024	KMV	8647	Apr 8, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1243

**Agenda Date:** 4/16/2024

**Agenda #:** 9.A.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 27, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6062-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2022	<b>Change Order #:</b> 4	<b>Department:</b> Probation and Court Services
<b>Vendor Name:</b> Sentinel Offender Services, LLC		<b>Vendor #:</b> 13392	<b>Dept Contact:</b> Sharon Donald
<b>Background and/or Reason for Change Order Request:</b>	Decreasing and Closing PO#6062-0001 SERV		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☒ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$306,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$306,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$79,842.01)
E	New contract amount (C + D)	\$226,157.99
F	Percent of current contract value this Change Order represents (D / C)	-26.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-26.09%

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- ☒ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

MMK	8586	Apr 1, 2024	SAD	8413	Apr 1, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date





## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1244

**Agenda Date:** 4/16/2024

**Agenda #:** 9.B.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: 24-1244

<b>Purchase Order #:</b> 5947-0001 SERV	<b>Original Purchase Order Date:</b> Aug 19, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Probation and Court Services
<b>Vendor Name:</b> Forensic Psychology Group, LLC - Dr. Elizabeth Donegan			<b>Vendor #:</b> 31608
<b>Dept Contact:</b> Sharon Donald			
<b>Background and/or Reason for Change Order Request:</b>	Decreasing and Closing PO #5947-0001 SERV due to expiration of the contract.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☐ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☐ (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

A	Starting contract value	\$50,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$23,462.50)
E	New contract amount (C + D)	\$26,537.50
F	Percent of current contract value this Change Order represents (D / C)	-46.93%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-46.93%

### DECISION MEMO NOT REQUIRED

☐ Cancel entire order

☐ Close Contract

☐ Contract Extension (29 days)

☐ Consent Only

☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_

☒ Decrease remaining encumbrance and close contract

☐ Increase encumbrance and close contract

☐ Decrease encumbrance

☐ Increase encumbrance

### DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_

☐ OTHER - explain below:

--

DHS	8411	Apr 2, 2024	SAD	8413	Apr 2, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



## Informational

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1245

**Agenda Date:** 4/16/2024

**Agenda #:** 10.A.

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# DUPAGE COUNTY PUBLIC DEFENDER

Jeffrey R. York, Chief Public Defender

April 5, 2024

Ms. Lucy Chang Evans  
Chairwoman of the Judicial  
Public Safety Committee  
County Board Offices  
421 N. County Farm Road  
Wheaton, IL 60187

## **RE: Monthly Statistical Report**

Dear Ms. Chang Evans:

Pursuant to 55 ILCS 5/3-4010, enclosed is a copy of the monthly report of services rendered by the Public Defender's Office through March 31, 2024.

Sincerely,

Signature on file

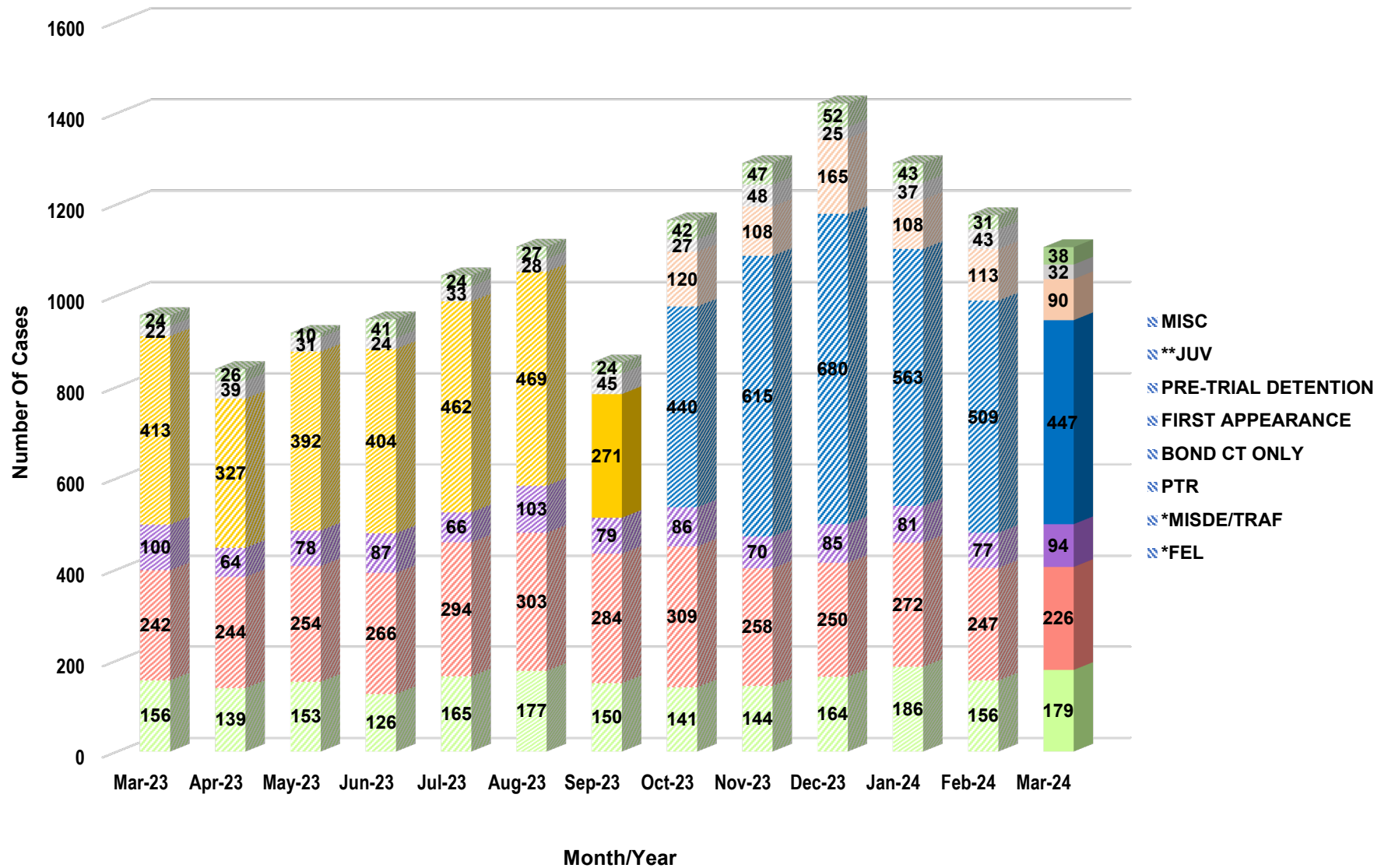
JEFFREY R. YORK  
Public Defender of DuPage County

JRY/mb  
encl.

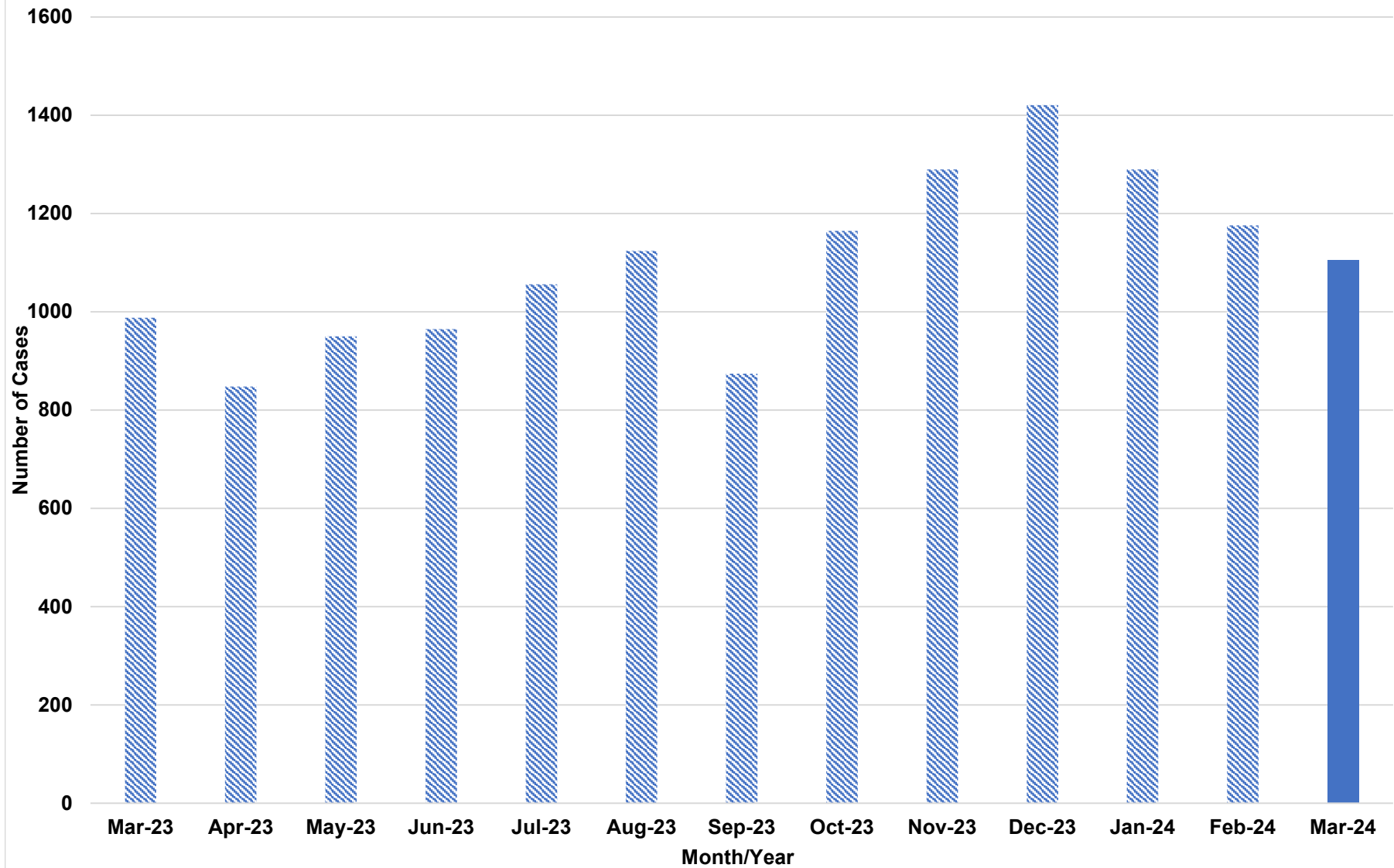
Public Defender's Office - New Case Appointments - March 2023

<b>Case Type</b>	<b>Case Sub Type</b>	<b>Number of Cases</b>
Criminal	Felony	179
Criminal	Misdemeanor	226
Juvenile Abuse and Neglect		14
Juvenile Delinquency		18
Mental Health & Miscellaneous		38
Pre-Trial First Appearance		447
Pre-Trial Detention		90
PTR	Felony/Misdemeanor	94
<b>Total</b>		<b>1106</b>

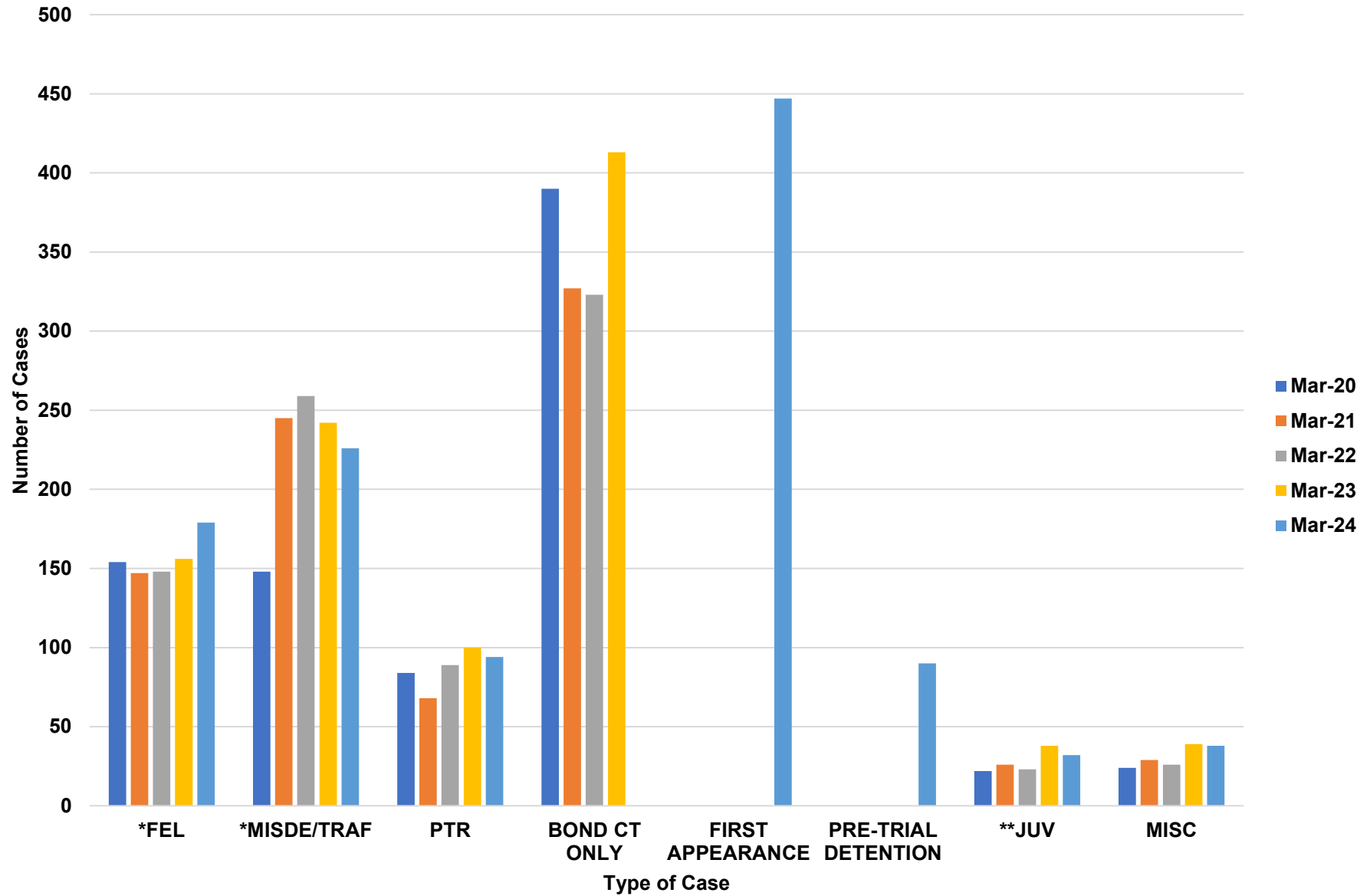
**Chart TitlePublic Defender's Office - New Appointments - By Category  
Stacked March 2023 - March 2024**



### Public Defender's Office - New Case Appointments March 2023 - March 2024

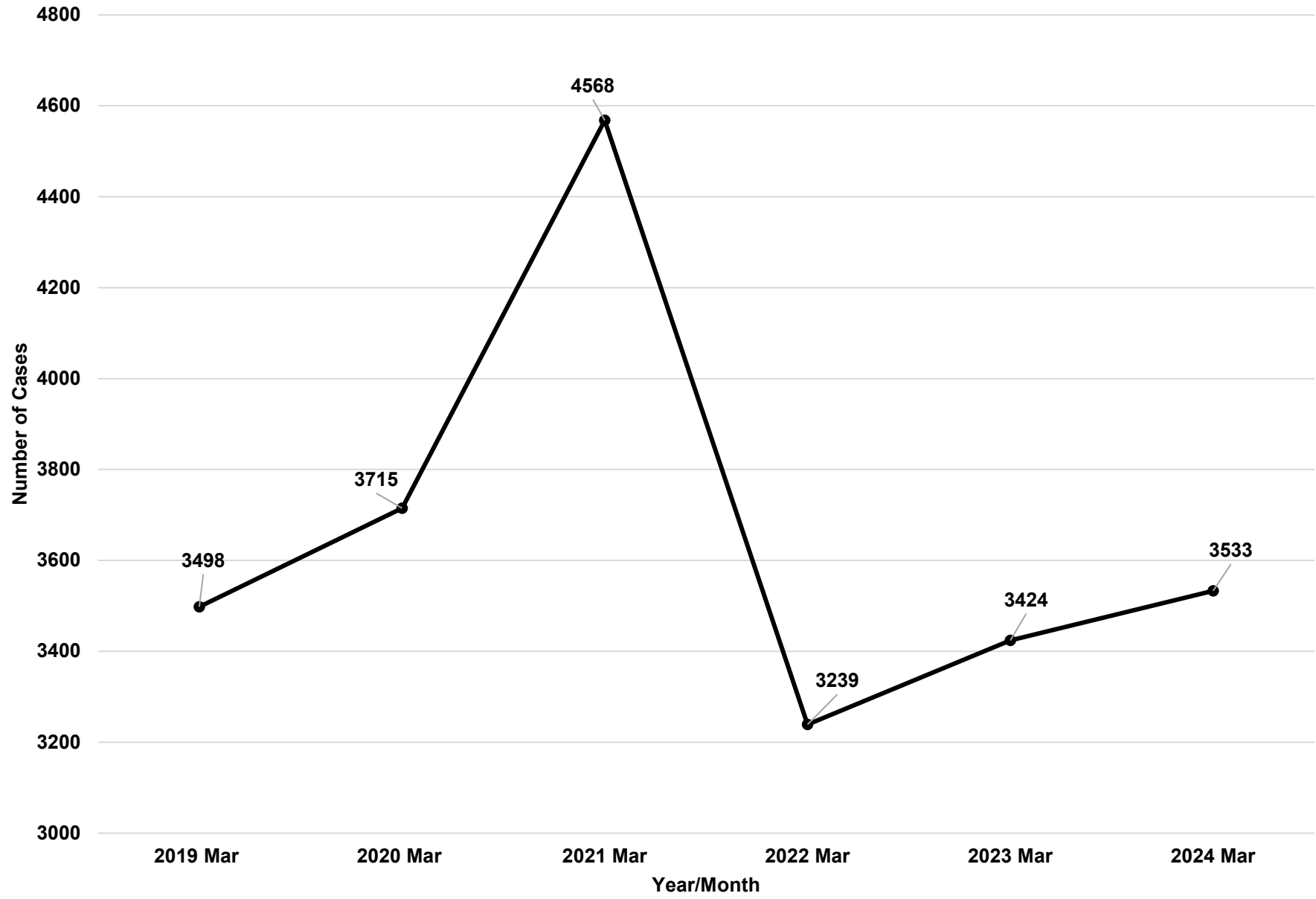


# Public Defender's Office - New Case Appointment by Type March 2020 - March 2024

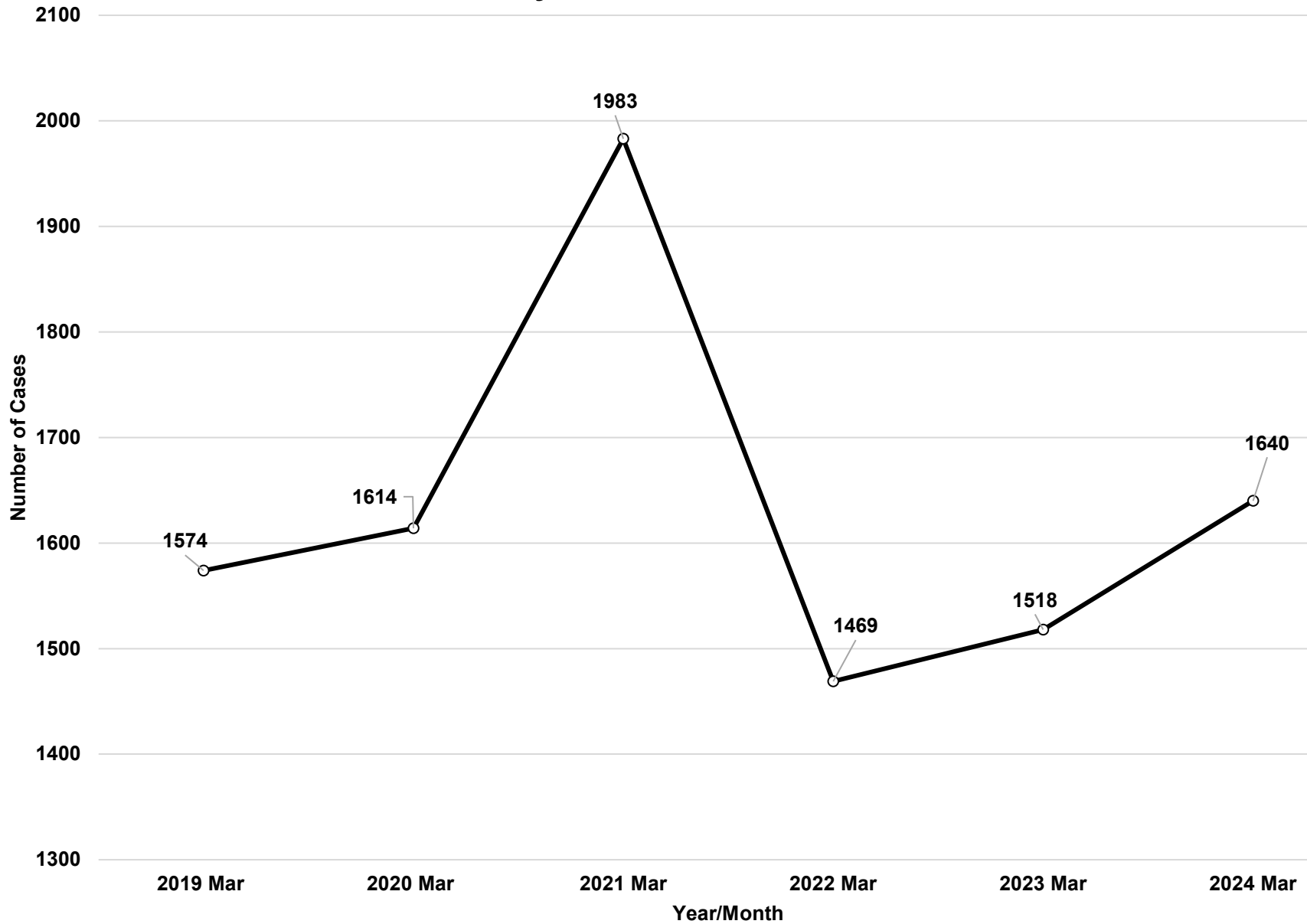




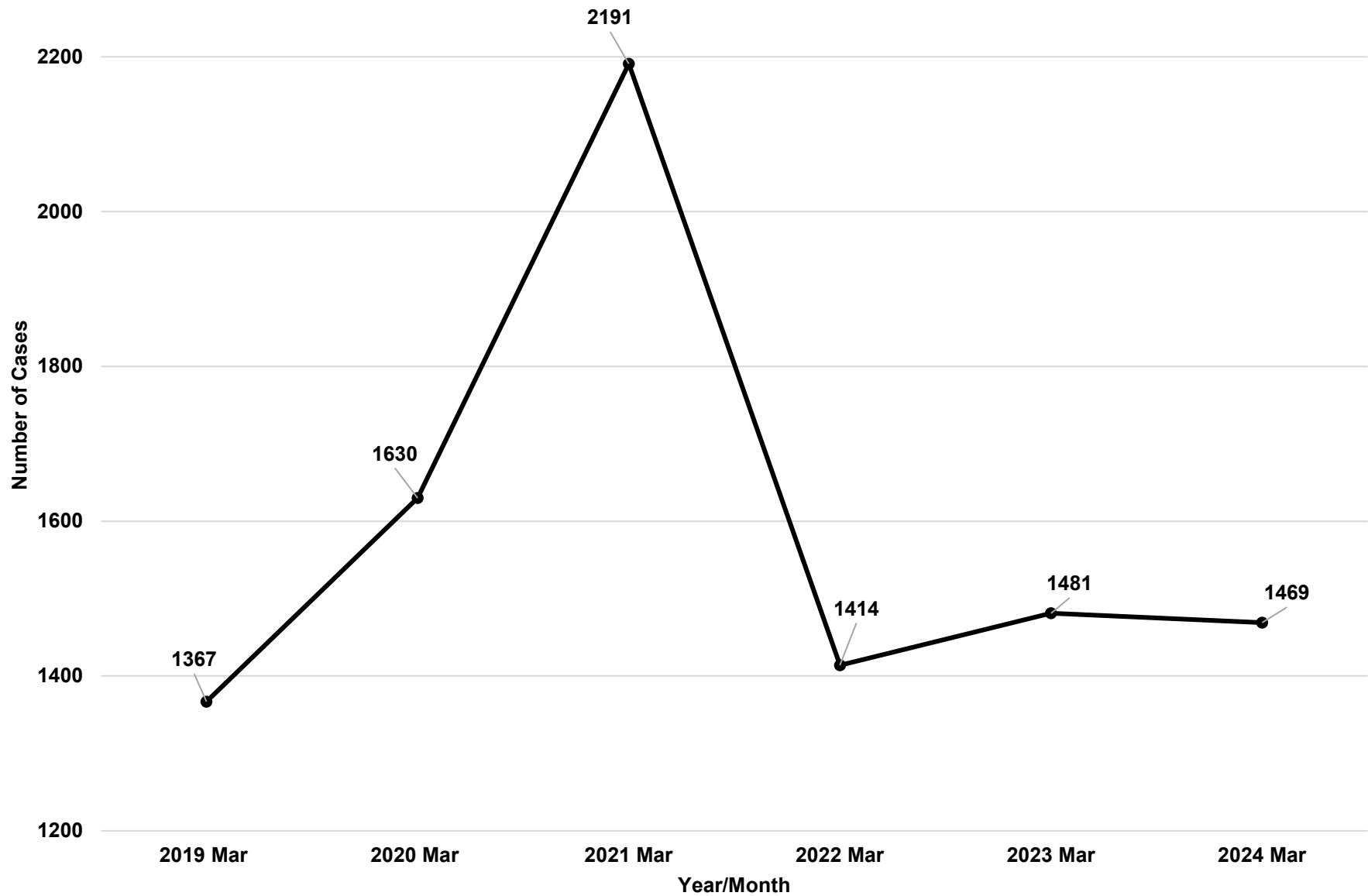
## Public Defender - Attorney Active Files - March 2019 - March 2024



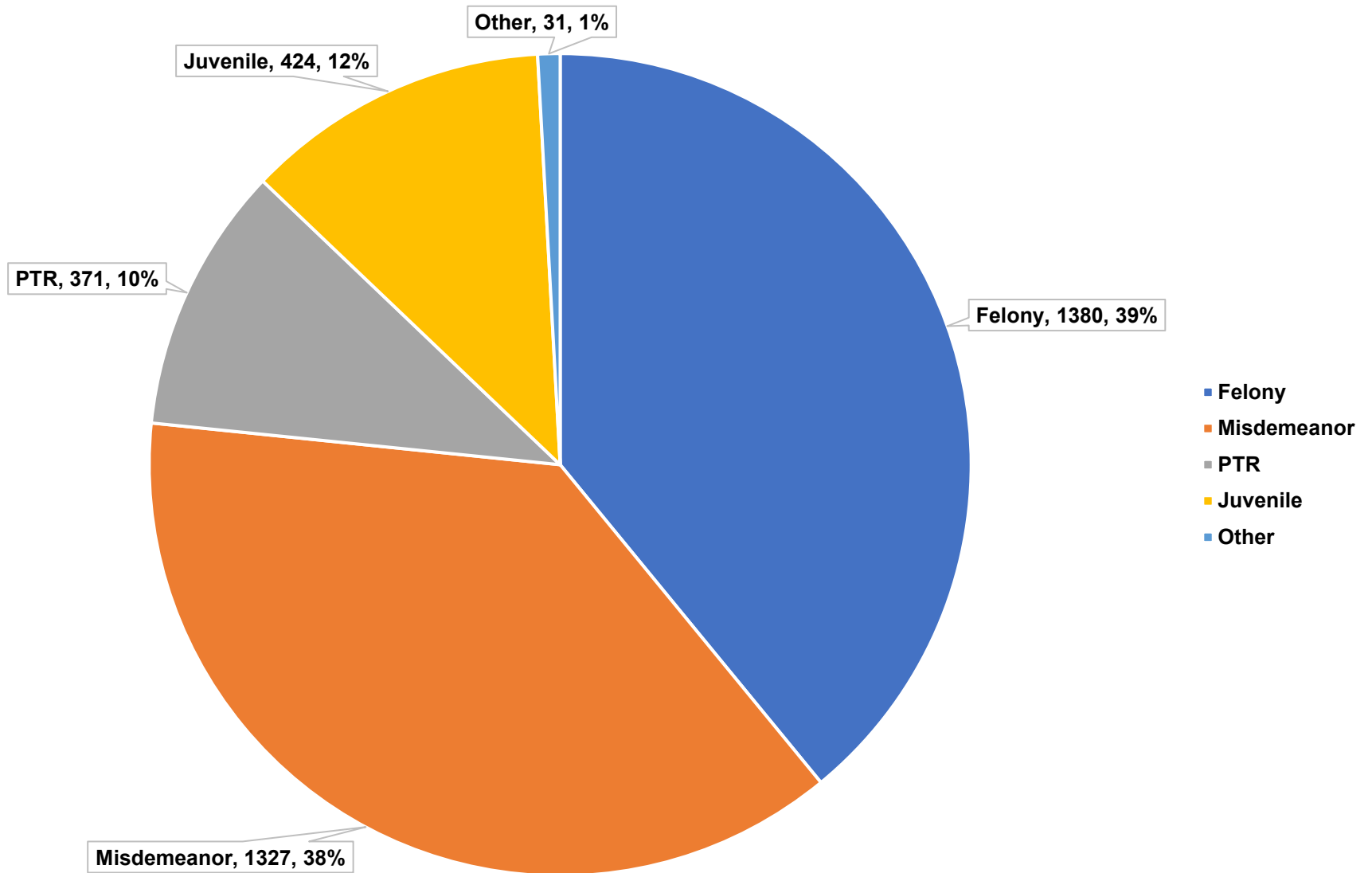
## Public Defender - Felony Active Files - March 2019 - March 2024



## Public Defender - Misdemeanor Active Files - March 2019 - March 2024



## Public Defender's Office - March 2024 Open Cases by Category





## Judicial/Public Safety Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

---

**File #:** JPS-R-0011-24

**Agenda Date:** 4/16/2024

**Agenda #:** 12.A.

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**APPROVING AN INTERGOVERNMENTAL AGREEMENT  
WITH DU PAGE PUBLIC SAFETY COMMUNICATIONS (DU-COMM)  
FOR POLICE DEPARTMENT DISPATCH SERVICES**

WHEREAS, effective upon the full execution of the attached agreement, the County of DuPage and the DuPage Public Safety Communications (DU-COMM) enter into an Intergovernmental Agreement for Police Department Dispatch Services relative to providing police dispatch services to the Sheriff of DuPage County; and

WHEREAS, it is in the public interest that the County of DuPage approve the Intergovernmental Agreement for Police Department Dispatch Services with DuPage Public Safety Communications (DU-COMM) for police dispatch services to the Sheriff of DuPage County; and

WHEREAS, the Judicial and Public Safety Committee of the County Board of the County of DuPage has examined and recommends approval of the attached INTERGOVERNMENTAL AGREEMENT, wherein the DuPage Public Safety Communications (DU-COMM) agrees to provide Police Department Dispatch Services for the DuPage County Sheriff's Office; and

WHEREAS, the DuPage Public Safety Communications also agrees to provide Dispatch Services for the State's Attorney's Office, Probation and Court Services, Coroner, and other County entities as needed; and

WHEREAS, the County agrees to become a full voting member of the DuPage Public Safety Communications (DU-COMM) and agree to the bylaws as set out by the organization; and

NOW, THEREFORE, BE IT RESOLVED that the Sheriff of DuPage County and the DuPage County Chair is authorized to enter into the attached INTERGOVERNMENTAL AGREEMENT and the INTERGOVERNMENTAL AGREEMENT is hereby ratified by the County Board of the County of DuPage; and

BE IT FURTHER RESOLVED that the County Clerk transmit ratified copies of this Resolution, with copies of said INTERGOVERNMENTAL AGREEMENT, to the DuPage Public Safety Communications (DU-COMM), Sheriff James Mendrick, and the Chief Financial Officer.

Enacted and approved this 23<sup>rd</sup> day of April, 2024 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK

# DU-COMM Membership Proposal

## DuPage County Sheriff's Office



January 2024



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## **I. Executive Summary**

This proposal is a response to the request received by DuPage Public Safety Communications (DU-COMM) from the DuPage County Sheriff's Office regarding its interest in membership.

DU-COMM is the largest consolidated public safety communications center in Illinois and currently serves forty-four (44) member agencies for 9-1-1 and public safety communications. This proposal will highlight the history, organization, services provided, and costs associated with membership of the DuPage County Sheriff's Office into DU-COMM. DU-COMM is not a private business. DU-COMM is a unit of intergovernmental cooperation as defined in the Illinois compiled statutes (5 ILCS 220/1) formed by our member municipalities and fire districts.

DU-COMM can provide a high level of service with added value for a very competitive cost. The current DU-COMM "buy-in" policy for membership should also make the financial decision more attractive as highlighted later in this proposal.

While there are technical as well as operational issues that come into play in evaluating the DU-COMM proposal, there is currently an opportunity for the DuPage County Sheriff's Office to join DU-COMM. With interoperability and coverage throughout the County, due to the ETSB STARCOM21 radio project, there are fewer technical issues today than DU-COMM faced adding agencies in the past.

This proposal is intended to be an outline of the membership process and should help the Sheriff's Office staff learn about DU-COMM and the benefits of membership. The proposal will also identify areas where DU-COMM staff and the DuPage County Sheriff's Office staff will need to focus if membership is pursued.

Finally, included with this proposal is the DU-COMM organizational chart, FYE25 budget summary (with the DuPage County Sheriff's Office), cost estimates, Intergovernmental Agreement, Bylaws, last fiscal year audit, public education material, and the 2022 Annual Report.



## **II. DU-COMM History and Organization**

DuPage Public Safety Communications (DU-COMM) is an intergovernmental agency as defined in the Illinois Statutes (5 ILCS 220/1) formed in 1975 by our members agencies to provide emergency communications services to police, fire, and emergency medical services.

DU-COMM is the largest consolidated public safety communication center in Illinois and currently serves forty-four (44) member agencies and over 850,000 residents of DuPage County and neighboring counties. DU-COMM receives requests for Police, Fire, and EMS via 9-1-1- and 10-digit emergency lines. DU-COMM processes over 1.1 million phone calls each year, including over 285,000 9-1-1 calls, and over 700,000 calls for service. Municipalities and fire districts have worked together to provide a high level of service to their citizens in public safety communications.

DU-COMM is comprised of three (3) Departments: Operations, Administration, and Support Services. The first and largest department is Operations where Telecommunicators answer incoming 9-1-1 calls from the citizens and dispatch the appropriate first responders. DU-COMM has an authorized strength of eighty-nine (89) full-time Telecommunicators, four (4) part-time Telecommunicators, and two (2) part-time Alarm Operators. The Telecommunicators are supervised by nine (9) full-time Operations Managers.

The Operations Department is also supported by a Training Coordinator, responsible for all agency training and quality assurance for the Emergency Medical Dispatch (EMD) program and related continuing education and is assisted by an Administrative Assistant. The Operations Department is under the direct control of the Deputy Director Operations.

The Support Services Department is comprised of two units: Technical Services and MIS (Management Information Systems) under the direct control of the Deputy Director Support Services. The Technical Services unit has four (4) full-time Technicians, and one (1) Procurement Specialist, responsible for the maintenance and installation of the agency radio infrastructure, and the DU-COMM facility. The MIS unit has one (1) Manager, two (2) full-time Systems Analysts, responsible for system administration and support of all DU-COMM computer technologies, including CAD (Computer Aided Dispatch) and related systems utilized by Telecommunicators and field personnel.

The Administration Department consists of the Executive Director, Deputy Director Operations, Deputy Director Support Services, Finance/HR Manager, Finance Clerk, HR Generalist, Administrative Assistant-Ops, and Executive Secretary.

### **III. Services Provided**

All member agencies of DU-COMM receive a high degree of professionalism equally from the management team and staff. The management team understands the shared ownership by member agencies is key to DU-COMM's success. Telecommunicators are highly trained and deliver dispatch services with customer service in mind. Support personnel are experts in their field with a long tradition of supporting the needs of each member.

#### A. Public Safety Communications

DU-COMM Telecommunicators answer 9-1-1 calls, or other incoming calls, for each of the agencies we serve. DU-COMM's Telecommunicators dispatch and monitor a variety of police radio frequencies as detailed below:

##### Police Frequencies:

- 1 East (Lombard and Villa Park)
- 3 East (Elmhurst and Oakbrook Terrace)
- 1 West (Bartlett, and Carol Stream)
- 3 West (Glen Ellyn and Wheaton)
- 7 West (Warrenville, West Chicago, and Winfield)
- 1 North (Hanover Park and Roselle)
- 1 South (Darien, Lisle, and Woodridge)
- 3 South (Burr Ridge, Clarendon Hills, Hinsdale, Oak Brook, and Willowbrook)
- 7 South (Downers Grove)
- Sheriff's Office (ACDC5/DPSO F1)

##### DEDIRS:

In addition to the primary radio channels, DU-COMM's operations center is fully integrated into the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS). The DEDIRS radio system operates on the statewide STARCOM21 radio network. DU-COMM can operate on all the interoperable talk groups on the system, which allows us seamless access to whichever resource may be needed in an emergency.

DU-COMM Telecommunicators share in answering 9-1-1 calls, and after verifying the address of the incident, the call information is entered into the CAD (Computer Aided Dispatch) system. Once entered into CAD, the information appears on the appropriate Telecommunicator's screen for dispatch.

The CAD system updates instantaneously, and many times the Telecommunicator responsible for dispatching the call can start the notification of police units before the call taker finishes with the caller. In situations when the request for police is urgent, the call taker can access the appropriate agency's radio channel and "flash" the urgent call to the agency's police officers, ensuring the fastest response possible.

DU-COMM is committed to the initial and continued training of our communications staff. Training covers a variety of topics including: EMD, LEADS/NIMS simulation drills, emergency preparedness, cross-training, geography, and procedure review. DU-COMM utilizes the Emergency Telecommunicator Certification (ETC) program, which complements a three-week new hire classroom training. The International Academy of Emergency Dispatch (IAED) certifies Telecommunicators who complete the ETC program. New Telecommunicators progress through daily training, in a classroom setting, with

## DU-COMM MEMBERSHIP PROPOSAL-DUPAGE COUNTY SHERIFF'S OFFICE

continual feedback and checkpoints, before 12 weeks of focused individual training on the communications center floor for phones, and another 12-16 weeks for radio training. DU-COMM's seven (7) Communications Training Officers (CTOs) provide initial new hire training, and much of the continuing education under the direction of the Training Coordinator.

### B. Support Services

DU-COMM prides itself on providing member agencies with a high degree of technical support. DU-COMM's Radio Technicians and computer support personnel (MIS) are always available to assist member agencies with any system or product supported by DU-COMM. Staff are also available to member agencies for first-level support for many other issues. DU-COMM MIS and Radio Technicians maintain an on-call schedule for evenings and weekends, and their ability to prevent, troubleshoot, and resolve a technical issue is impressive.

DU-COMM agrees to maintain back-up communications systems to ensure continued radio communications operability with DPSO in the event of a STARCOM21 failure or outage. The following systems will be maintained by DU-COMM for DPSO back-up communications:

1. A radio console connected to STARCOM21 radio control station programmed for the DPSO F1 talk group will be utilized for events when radio console connection to the STARCOM21 core is lost.
2. DU-COMM Support Services Technicians will interface DU-COMM's radio console system to the existing DPSO conventional 800 MHz resource(s). This interface includes a dedicated audio connection to permit monitoring of voted receive signals at the radio console and transmit control of the conventional resource(s) from the radio console.
3. DU-COMM Support Services Technicians will connect DU-COMM's CTI Interface to the existing DPSO conventional resource(s) to allow for remote system monitoring.

Additionally, DU-COMM is willing to transition operation and maintenance of DPSO's conventional and other communications resources to DU-COMM's Support Services technical staff.

### C: Additional Services

Public education and public relations are other areas where DU-COMM has committed time and resources to assist the public and our member agencies. DU-COMM has a public education team. The team can staff booths at an agency's event, provide basic 9-1-1 information, host DU-COMM tours for citizens, police or fire academies, scouts, community groups, and member agency personnel. DU-COMM developed several 9-1-1 related flyers for community education, which are available to our agencies.

DU-COMM shall maintain an accurate record of tows/relocations.

Operational policies and procedures are available through Power DMS. DU-COMM will provide access to Power DMS

### D. Non-Emergency and After-Hour Functions

DU-COMM provides limited non-emergency services to our member agencies. We realize in the current economic climate both existing and prospective members look for ways to maximize resources. All citizens in our member agency jurisdictions know to call 9-1-1 for police, fire, or EMS response. This includes some non-emergencies calls, including but not limited to parking issues, barking dogs, etc. In after-hours situations, DU-COMM will make notifications to Public Works staff and other municipal

## DU-COMM MEMBERSHIP PROPOSAL-DUPAGE COUNTY SHERIFF'S OFFICE

services, as needed, but DU-COMM cannot operate as a "switchboard" for police agencies, transfer calls back to the department, and/or take administrative messages. DU-COMM provides full LEADS services for many agencies, and some agencies transfer LEADS to DU-COMM when they temporarily close their police stations at night. Several agencies still maintain a twenty-four (24) hour desk.

DU-COMM will use CAD to process radio transmissions from the State's Attorney's Office, Probation, and the Children's Center. These services include answering periodic radio traffic and performing status checks.

DUCOMM will use CAD to process radio transmissions from Sheriffs Transport division, SWAP, and for corrections deputies who are assigned to details. These services include answering periodic radio traffic and performing status checks.

### E. LEADS

DU-COMM shall provide LEADS services for the DuPage County Sheriff's Office to include the entry, modification, and cancellation of HOT FILES, the hit notifications for all entries except warrants, CQH requests upon request, and receipt and verification of all after-hours CDC hits as forwarded by Sheriff's Office LEADS administrators.

DU-COMM will enter all after-hours felony or domestic violence warrants and emergency orders of protection. Upon request, all LEADS entry verifications will be sent to the on-duty watch commander.

### F. Notification Services,

DU-COMM will provide the following notifications after hours or in an emergency.

#### **Outside Entities**

DuPage County Animal Control  
Township DOT's  
Arson Task Force  
Children's Center Investigators  
County Highway  
Building and Zoning  
Public works  
Water Departments  
Assistant State's Attorney (including felony screening)  
Duty Judge  
Coroner's Office/Duty Deputy Coroner  
Probation

#### **Internal Entities**

On-call Detectives (non-MERIT)  
On-call Forensic Evidence Technicians (non-MERIT)  
K-9 requests  
Hazardous Device Unit

G. Committee Participation

DU-COMM subcommittees: Fire Operations and Support Services meet monthly, and Police Operations meets every other month. DU-COMM's staff works with committee members to identify service and policy issues and reach goals. Recommendations from the subcommittees are presented to the Chiefs Operations Committee. Every DU-COMM agency may interact at these meetings to help the Executive Director and staff shape DU-COMM policy and direction. The Chiefs Operations Committee reviews and acts on subcommittee recommendations and, as appropriate, makes their own recommendations to the governing bodies of DU-COMM: the Executive Committee and Board of Directors. These committees benefit from the shared participation and collaboration of member agencies, which is a vital part of the success of DU-COMM.

**IV. Membership Costs**

A. Annual Operating Shares (FYE25)

This membership proposal is based on the FYE25 budget.

There are four (4) costs associated with DU-COMM membership. The first and most important is the annual operating "share"; DU-COMM's term for the annual fees each member Municipality or District is assessed for its agencies. The annual operating share is derived by determining the DU-COMM operating budget minus any operational revenue. The balance is split between the member agencies per the current funding formula.

The formula first splits the operational shares between fire and police, and each discipline splits its cost further. This formula is roughly based on the number of Telecommunicators assigned to either the primary Police or Fire/EMS functions.

The police departments split shares by a percentage of full-time sworn officers, while the fire departments/districts split shares in a formula of EAV (Equalized Assessed Value) and calls for service for their jurisdiction. To reduce the impact of annual changes in sworn officer counts, a five (5) year smoothing average will be used going forward from membership approval. In considering the DuPage County Sheriff's Office membership, DU-COMM has estimated that ten (10) additional full-time employees would be needed.

## DU-COMM MEMBERSHIP PROPOSAL–DUPAGE COUNTY SHERIFF’S OFFICE

The following information has been provided by the DuPage County Sheriff’s Office for the calculation of its operational “shares” of the revised DU-COMM Budget.

The DuPage County Sheriff’s Office		
Police	Number of Sworn officers	115

The chart below shows the increased DU-COMM Annual Budget with the inclusion of the DuPage County Sheriff’s Office:

DuPage County Sheriff’s Office Membership Cost Estimates	
FYE 25 Budget (Revised to Show DuPage County Sheriff)	\$19,607,464
FYE 25 Budget Police (80% budget)	\$15,685,955
FYE 25 Budget Police Assessment (less other revenue)	\$14,422,628
Revised FYE 25 Per Officer Cost	\$13,473
DuPage County Sheriff’s Office Share (115 Officers)	\$1,549,395
DU-COMM Facility Costs (New members obligation)	\$59,002
<b>ANNUAL TOTAL SHARE (Operations)</b>	<b>\$1,608,397</b>

Using this formula DU-COMM anticipates the DuPage County Sheriff’s Office annual operating share for membership, based on the current FYE25 budget to be \$1,549,395. In addition to annual Operating costs shares, it is anticipated that DuPage County Sheriff’s Office would be assessed an annual fee for the new facility cost. The DU-COMM Board of Directors would need to review and decide on the exact methodology, but staff estimate it at \$59,002 annually, for the next five years.

### B. Agency Reserve Contribution

DU-COMM Bylaws currently require any new member to be assessed the cost associated with the prior capital investment of all current DU-COMM member agencies.

*Article V., “...the new member shall share the authorized developmental costs, capital equipment, capital assets and operating costs for all common systems.*

DU-COMM policy states the Reserve Contribution for the DuPage County Sheriff’s Office would be based on DU-COMM’s Capital Net Asset total as listed in the FYE23 Audit, multiplied by the police (80%) or fire (20%) share, and multiplied by the individual police and fire share percentage. See table below:

RESERVE CONTRIBUTION FORMULA	
Net Capital Assets (FYE23)	\$8,524,459
Police Operational Share	10.74%
Police Reserve Contribution	\$732,602
<b>Total Reserve Contribution</b>	<b>\$732,602</b>

The Reserve Contribution costs are a one-time expense.

C. Membership Equipment Costs

DU-COMM Bylaws clearly state that costs unique to an agency joining are the sole responsibility of the joining agency.

*Article V., “Any new capital or developmental costs to DU-COMM, caused by the admission of the new member to DU-COMM shall be the exclusive cost of and be paid by the new member”.*

DU-COMM and the Sheriff staff will have to examine any possible unique consolidation costs. At a minimum, it is recommended that the DuPage County Sheriff’s Office budget an additional \$10,000 as a placeholder for any unique consolidation costs.

D. Administrative Fee

The final cost DU-COMM assesses for new members is a one-time administrative fee. This fee is three (3%) percent of the first year’s annual operating share and used to recover some of DU-COMM’s costs associated with staff time in the membership process. For the DuPage County Sheriff’s Office, the fee is estimated at \$46,482.

All the fees are detailed in the New Agency Cost Sheet, found in the proposal’s appendix. Also included is a comparative Operations Shares sheet that assumes a full year’s membership in the DU-COMM FYE25 budget year.

**V. Operational Considerations**

The act of consolidating the DuPage County Sheriff’s office into DU-COMM, or any other consolidated center, needs to be well planned and thorough in nature. While DU-COMM has consolidated nineteen (19) agencies in the last sixteen (16) years, the Sheriff’s Office would present unique challenges and considerations.

DU-COMM based this proposal for the DuPage County Sheriff’s Office on staffing two (2) additional dispatch positions per shift on a twenty-four (24) hour basis. It is possible this may need to be reviewed further depending on the go-live date.

Additionally, DU-COMM and DuPage County Sheriff’s Office staff will establish procedures for the use of badge numbers as radio signatures, and CAD programming. This proposal assumes the DuPage County Sheriff’s Office would remain on their primary talk group for police operations. Absent an emergency or a Policy change by the ETSB, this will not be a shared talk group. If at such time the sheriff’s patrol decreases by a minimum of 25%, both parties shall renegotiate single talk group usage.

The Sheriff’s Office staff will have many decisions to operationally prepare for DU-COMM to begin dispatching. Police channel guides will need to be established. Channel guides provide pertinent information on daily operations of the agency and include the following:

- Police district and beats assignment
- Shift hours.
- Agency responses
- Personnel list and positional duties
- Contact information for command and specialty units.

## **VI. Technical Considerations**

This proposal assumes DEDIRS is the primary dispatch system for all current and future agencies of DU-COMM. If there is any deviation from that assumption, additional considerations will be discussed to determine alternate communications solutions.

DU-COMM will provide a 10-digit phone number to forward calls for service after hours as outlined in Section D. DU-COMM will also provide a 10-digit phone number for the sheriff's office employees to use to contact DU-COMM.

## **VII. Membership Process**

While this proposal is intended to provide the DuPage County Sheriff's Office staff with the information needed to decide regarding its communications center, it is important to note that adding new members to DU-COMM is a process. Pursuant to the DU-COMM Intergovernmental Agreement, Bylaws, and practices the following steps are required:

- 1) A formal letter of interest is required from the Sheriff to the DU-COMM Executive Director. (Received)
- 2) DU-COMM and the DuPage County Sheriff's Office shall dedicate staff members to form a consolidation committee to address operational and technical issues and the decisions needed to move forward in the membership process.
- 3) This membership proposal will be reviewed, and a final version created.
- 4) DU-COMM staff will present the DuPage County Sheriff's Office membership request to the DU-COMM Chiefs Operations Committee for a recommendation to the DU-COMM Executive Committee.
- 5) The Executive Committee will consider the Chiefs Operations Committee's recommendation and make a recommendation to the DU-COMM Board of Directors regarding the DuPage County Sheriff's Office membership approval.
- 6) The DuPage County Sheriff's Office must pass a Board Resolution to authorize membership in DU-COMM and authorize the signing of the DU-COMM Intergovernmental Agreement.
- 7) The DU-COMM Board of Directors must review the recommendations of membership, the DuPage County Sheriff's Office Board Resolution, and approve by a two-thirds (2/3) majority.

Upon completion of these seven (7) steps the DuPage County Sheriff's Office will officially be a member of DU-COMM, the three percent (3%) administrative fee will be due, and a go-live date will be mutually agreed upon.

Additional agreements may be required to meet the needs of either party. In previous consolidations, agreements were needed to establish credit and transfer of ownership of any equipment.

Billing for operational shares will be prorated on DU-COMM's fiscal year (May1 to April 30) and billed quarterly (May1, August 1, November 1, and February 1). Reserve contributions will be due upon cutover.

DU-COMM staff will continue to meet with the DuPage County Sheriff's Office to work on the tasks already identified for the go-live transition.



## **VIII. Conclusion**

DU-COMM is interested in providing dispatch services to the DuPage County Sheriff's Office. Being a member of DU-COMM encompasses many benefits; including, but are not limited to:

- Professional staff of 9-1-1 Telecommunicators
- High degree of training for all employees
- Emergency Medical Dispatch and Emergency Fire Dispatch for citizens calling 9-1-1
- Access to a high level of technical support including Radio Technicians and computer/information systems support.
- Benefits of low annual operating costs as part of a large consortium
- An attentive administrative staff that responds to agencies' needs

Membership in DU-COMM would allow the DuPage County Sheriff's Office to obtain these benefits, and a high level of professional services to its citizens, at a very competitive annual operating expense.

Please review the information provided in this proposal and the attached documents and contact Interim Executive Director Jeanine Krull if you have any further questions.

### **Contact Information:**

#### **Jeanine Krull**

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**JAMES MENDRICK**  
**SHERIFF**



**EDMOND MOORE**  
**UNDERSHERIFF**

**COUNTY OF DUPAGE**

To: Honorable Lucy Chang Evans, Chair of the Judicial and Public Safety Committee  
Members of the Judicial and Public Safety Committee

From: Deputy Chief Dan Bilodeau

Date: 10/19/2023

Re: ACDC Contract Extension/DUCOMM Switchover

**Background:**

In mid 2020 the Sheriff's Office began the process of dispatch consolidation with the Addison Consolidated Dispatch Center (ACDC). As it remains today, ACDC and DUCOMM are the only two consolidated dispatch centers in DuPage County. During the initial process ACDC was the far less expensive of the two options, so the Sheriff's Office contracted with ACDC and closed their own dispatch center.

During the initial negotiations with ACDC, multiple requests for operational services were made and agreed to but were never met. This included items such as our own independent radio frequency and use of badge numbers for dispatch. These were two aspects we had at the Sheriff's Office Dispatch Center that were only tentatively given up. We were also assured by the then director of ACDC, Delores Temes, that upon renewal the contract would not exceed a 3% increase per year.

I made contact with Director William Hayden in July of 2023 in an effort to begin renewal negotiations as the contract is due to expire at the end of October 2023. Shortly after the initial contact, the Village of Addison was subject to a ransomware attack that took several weeks to fully resolve. Based on this, representatives of ACDC were unable to meet with us to discuss the contract extension. After repeated requests on my part, an initial meeting was set for Tuesday August 29, 2023.

At this meeting we were presented with a contract renewal far exceeding the 3% increase, in fact the cost was more than doubled the previous contract. The first 3 years of the contract were all at \$863,692. The financial request for ACDC was for \$741,349.67 to get through April 30, 2024. This was to get the contract in sync with their budget year, not ours. Then the price jumped for the following year (May 1, 2024- April 30, 2025) to a total of \$1,609,163.84. The following year showed another significant increase to \$1,744,480.85 with no explanation for this significant cost increase. Additionally, all of our repeated requests to revisit our operational request were met with resistance. At the conclusion of the meeting, I requested a digital copy of the proposal so that we could ask questions and present changes. The proposed changes were sent back to ACDC on September 1, 2023 (see attached). There was no contact or acknowledgement of receipt of the document until I sent a follow-up email on September 12, 2023. Aside from an acknowledgement

**JAMES MENDRICK**  
***SHERIFF***



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***UNDERSHERIFF***

**COUNTY OF DUPAGE**

of the email and a statement of “We are still working on this and looking at some options. I will get back to you soon to try and set up a follow-up meeting,” to date there has been no follow-up.

As the contract with ACDC was set to expire, and there appeared to be no meaningful negotiations or interest in negotiation on the part of ACDC, DUCOMM was contacted to determine if there was a mutual interest in them providing dispatch services to the Sheriff's Office. An initial meeting was set for September 28<sup>th</sup>, 2023 with a follow-up meeting on October 12, 2023. It was determined that there would be mutual interest in moving dispatching services to DUCOMM. We discussed the possibility of moving as soon as December 1, 2023. During these two meetings both parties agreed there would be challenges with this timeline, but they could be overcome if needed.

On October 13, 2023 Deputy Chief Swanson and I met with DUCOMM Supervisors to discuss the possible move and operational challenges. We also discussed our requests for items, such as our own radio frequency and dispatch via badge numbers. There was mutual agreement on all aspects, including the understanding that some operational factors would have to be phased in over a short period of time.

As of the writing of this memo, multiple requests have been made to ACDC to inquire as to costs for short-term extensions to facilitate this move, and no response has been received. We have been assured by ETSB Director Linda Zerwin that ACDC cannot simply shut off dispatch services. It was also learned that ACDC sent out an email to their staff prior to any formal announcement that the Sheriff's Office was leaving ACDC for DUCOMM in December (see attached).

With some technical challenges taken into consideration, we are seeking an extension with ACDC until May 1, 2024. Undersheriff Moore has contacted Deputy Chief Selvik of Addison Police Department to request the cost associated with the extension. The cost will be the same as the initial term in the contract of \$741,349.67.

I realize that this extension request is coming near or after the expiration of the contract with ACDC, however it is due to their lack of responsiveness. We are putting forth every effort possible to bring this to a swift resolution.

If there are any questions, please feel free to contact me.